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IDENTIFIERS Alaska; Animal Training; Boatbuilding; Gardening; Salmon Aquaculture; Seamanship; Small Engine Repair; Tanning; Taxidermy; Trapping

ABSTRACT

A series of fifteen correspondence studies for high school credit by contract are presented. Contracts are included for boating skills and seamanship; boatbuilding; food and food preparation; gardening; livestock raising; salmon aquaculture; sewing, knitting, and needlework; small engine repair; taxidermy and tanning; trapping; training animals; work experience; computer skills; budget and family finance; and Jeppesen ground training. The typical format for each study includes a packing list; the student contract which includes the contract goal, contract objectives; contract requirements, and contract timeline; and a series of progress sheets. (LRA)

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HIGH SCHOOL CREDIT BY CONTRACT: CORRESPONDENCE STUDY.

Alaska State Department of Education, Juneau

CE 022 177

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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EDUCATION

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High School Credit
by Contract

PACKING LIST - C/S CONTRACT 30 # V87302 (49 17-78)

CORRESPONDENCE
STUDY

Boating Skills and Seamanship

___ C/S Contract 30
*___ U.S.C.G. Auxiliary Boating Skills and Seamanship text
___ U.S.C.G. Auxiliary "Boating Skills and Seamanship Student Homework Questions"
___ 5 return envelopes
___ 1 10X13 manila return envelope
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your Advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 30 BOATING SKILLS AND SEAMANSHIP

Name of Student____________________________ Age____ Date________

Address____________________________________ Telephone__________

My Supervisor for this contract is____________________________

Address____

Telephone__________________________

Contract Goal: The student will recognize and practice small boat skills and seamanship. Upon satisfactory completion of this course, the student will receive 1/2 credit and a U.S.C.G Auxiliary certificate.

Contract Objectives: The student will:

1. complete the Coast Guard Auxiliary Boating Skills and Seamanship Course to advisor and C.G. Auxiliary satisfaction.

2. prepare a report which outlines additional boating safety, skills, and/or seamanship facts about his/her area.

Contract Requirements:

1. Follow the schedule outlined in "Contract Timeline" to complete the Boating Skills and Seamanship text. For each chapter, read the material carefully (twice!!), then use your text to complete the corresponding student homework questions. The questions will be sent to your advisor for correction.

2. After you finish the required text work, you will be sent a final exam. Your supervisor must monitor this exam, and you should use no helps while taking the exam. This exam will also be sent to your advisor for correction.

3. Prepare a research paper which details specific facts about your boat or boating area in any of the following categories:

   Boating Safety and Survival
   Boating Laws and Requirements
   Piloting, Navigation and Hazard (of your area)
   Sailing (in your area)
   Preventative Boat Maintenance

   Other categories may be used with approval from your advisor.

   Use the established report format and find several resources to use. They can be tide-table books, charts, blueprints, interviews, letters, magazines, books, or other materials. You will complete this report during the last month of the contract, so it would be helpful to gather most of your resources during the first three months.

4. Turn in a monthly progress sheet at times specified with all requirements attached.

5. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet	Complete
1 (1 month)	Chapters 1-5
2 (1 month)	Chapters 6-9
3 (1 month)	Chapters 10-13
4 (1 month)	Paper for Requirement 3 Final test

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist __________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit __________

Credit granted ______________________

Date to begin ______________________ Completion date __________

Reporting dates ____

Comments ____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

C/S Contract 30 BOATING SKILLS AND SEAMANSHIP

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ____________________ to ____________________.

2. Attach completed homework questions for chapters 1-5 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work: ____________________

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(Student's signature)

4. I certify that the above is an accurate and correct account of ____________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 30 BOATING SKILLS AND SEAMANSHIP

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________________ to ______________________.

2. Attach completed homework questions for chapters 6-9 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work: ______________________

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(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________ (student's) progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 30 BOATING SKILLS AND SEAMANSHIP

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. Attach completed homework questions for chapters 10-13 to this sheet.

3. Discuss one or two important facts and ideas you have learned from this month's work: ______________________

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(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 30 BOATING SKILLS AND SEAMANSHIP

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ____________________ to ____________________.

2. Attach your completed "Boating Skills and Seamanship" final exam to this sheet.

3. Send your completed research paper with this sheet.

4. Discuss one or two important facts and ideas you have learned from this month's work: ______________________

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5. Evaluate your progress on this contract. How much have you learned, and how would you grade yourself? __________

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(Student's signature)

6. Supervisor's evaluation of student progress: ____________

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I certify that the above is an accurate and correct account of ______________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 7

CORRESPONDENCE STUDY

Boatbuilding

___ C/S Contract 7
*___ Cook, Boatbuilding Methods

___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

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Telephone (907)465-2835

CORRESPONDENCE STUDY

C/S Contract BOATBUILDING

Name of Student____________________Age____Date________

Address_________________________Telephone__________

My Supervisor for this contract is____________________

Address____

Telephone____________________

Contract Goal: The student will participate in every facet of constructing a boat.

Contract Objectives: The student will:

1. select plans for a boat, with the help of his/her supervisor.
2. participate in every facet of boat construction.
3. describe building materials, techniques, and tools used, as well as general progress.

Contract Requirements:

1. One text has been provided for your information. Scan it carefully, and read the parts which will be applicable to your boat. Use this text for reference throughout your contract. Others are available in the C/S library.
2. You and your supervisor should select your boat plans and purchase them. Don't tackle too large a project! Send the front page of your plans (or something which gives an overview of them) to your advisor.

3. Make a "production schedule" complete with tentative dates. The schedule should cover four months time of about 18 hours monthly. Allowances will be made for variations from this. An example is on page 15 of Boat Building Methods. You will use this schedule throughout your contract. Be sure to send a copy to your advisor with Progress Sheet 1.

4. With your supervisor's help participate in every facet of your boatbuilding project. Begin after you have advisor approval of your plans and production schedule.

5. Keep a daily log of your activities on this contract. Items to include in your log are:

   a) Time periods spent working on your boat. (This must add up to approximately 18 hours monthly, or a total of at least 65 hours for the entire four-month period to earn one-half credit.)

   b) Materials list, with all subsequent expenses for your boat.

   c) Tools you learned to use, and how you used them.

   d) Procedures and techniques you use in building your boat.

   e) Diagrams or photos of the progress you are making on your boatbuilding project.

6. Complete all objectives to supervisor's satisfaction.

7. Turn in a completed progress sheet monthly at times specified, with required work attached.

Contract Timeline: This contract will follow the production schedule outlined as requirement 3, unless noted below:

For Progress Sheet 1: (first 2 weeks)	Requirements 1, 2, & 3, and part of 4, 5
For Progress Sheet 2: (one month)	Requirements 4, 5
For Progress Sheet 3: (one month)	Requirements 4, 5
For Progress Sheet 4: (one month)	Requirements 4, 5
For Progress Sheet 5: (one month)	Requirements 4, 5

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 1 week
( ) 2 weeks
( ) 3 weeks
( ) longer (explain:) ____________
____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________
Date: ______________________________

To be completed by supervisor:

I agree to assist ________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________
Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit _________
Credit granted ______________________
Date to begin _______________________ Completion date __________
Reporting dates ____
Comments ____
____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________
Date: ______________________________

C/S Contract 7 **BOATBUILDING**

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first two weeks of the contract: ______________________ to ______________________.

2. Attach a summary of your boat plans to this progress sheet. This can be a picture, or a full view plan of your prospective boat.

3. Attach a copy of your production schedule to these plans. Remember that is should cover about four months of work at 18 hours weekly.

4. Attach your log to date to this progress sheet.

5. Explain the facilities and tools you will use for building your boat: ______________________________________

____

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____

____
(Student's signature)

6. Supervisor, please summarize your training and experience at boatbuilding: ______________________________________

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(Supervisor's signature)

C/S Contract 7 BOATBUILDING

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them: ______________________________

____

____

____

4. Summarize your month's progress:

   a) Number of hours I have worked: ____________________.

   b) According to the production schedule, I am (ahead, on, behind) schedule.

   c) I have learned these new boatbuilding skills:

   ____

   ____

   ____

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 7 BOATBUILDING

Progress Sheet 3

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________ to ______________.

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them: ____

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4. Summarize your month's progress:

   a) Number of hours I have worked: ______________.

   b) According to the production schedule, I am (ahead, on, behind) schedule.

   c) I have learned these new boatbuilding skills:

   ____

   ____

   ____

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 7 BOATBUILDING

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them: ______________________________

   ____

   ____

   ____

4. Summarize your month's progress:

   a) Number of hours I have worked: ________________.

   b) According to the production schedule, I am (ahead, on, behind) schedule.

   c) I have learned these new boatbuilding skills:

      ____

      ____

      ____

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ________________________ progress in this
   student's
   contract situation.

____
(Supervisor's signature)

7-8

C/S Contract 7 **BOATBUILDING**

Progress Sheet 5

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ______________________ to ______________________.

2. Attach your month's log to this sheet. Review requirement 5 for items to include.

3. Discuss the problems you have encountered, and how you solved them: ____
____
____
____

4. Summarize your month's progress:

   a) Number of hours I have worked: ________________.

   b) According to the production schedule, I am (ahead, on, behind) schedule.

   c) I have learned these new boatbuilding skills:

   ____
   ____
   ____

5. Evaluate your progress on this contract. What have you learned, and how would you grade yourself? ______________
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(Student's signature)

6. Supervisor's evaluation of student progress on this contract:

____

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____

I certify that the above is an accurate and correct account of ______________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 8

CORRESPONDENCE
STUDY

Food and Food Preparation

___ C/S Contract 8
*___ pamphlets supplied from Cooperative Extension Service:

A. Nutrition

___ "Nutrition Labeling"

B. Preserving Alaskan Food

___ "Smoking Fish"
___ "All About Alaskan Clams"
___ "Smoked Salmon"
___ "Pressure Canning Alaskan Fish at Home"
___ "Freezing of Fish to Maintain Qualify"
___ "To Salt Fish"
___ "Pickling Fish"
___ "The Hunter Returns - After the Kill"
___ "Alaska's Game is Good Food"
___ "Vegetable Harvest and Storage"
___ "Drying Foods at Home"
___ "Storing Perishables in the Home"
___ "Wild Berry Recipes"

C. Comparative Shopping

___ "Groceries By Mail"
___ "Your Money's Worth in Food"
___ "Food for the Family - A Cost-Saving Plan"
___ "Money-Saving Meals"
___ "Family Food Budgeting"

D. Recipes and Meal Preparation (Almost all of the above pamphlets contain recipes. In addition- more are listed below.)

___ "Bring out the Best in Alaskan Vegetables"
___ "Recipes for Canned Meat"
___ "Make Your Own Mix"

PACKING LIST - C/S Contract 8 (Cont.)

___ "Rhubarb Recipes"
___ "Zucchini, From A to Z"
___ "Kelp Recipes"
___ "Simple, Savory Canned Salmon Recipes"

___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

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Pouch GA
Juneau, Alaska 99811
Telephone (907) 465-2835

CORRESPONDENCE
STUDY

C/S Contract 8 FOOD AND FOOD PREPARATION

Name of Student____________________________Age____Date________

Address____________________________________Telephone__________

My Supervisor for this contract is____________________________

Address____

Telephone__________________________

Contract Goal: The student will use information learned about nutritional and calorie needs to preserve, shop for, and prepare foods of various kinds, and to cook balanced meals.

Contract Objectives: The student will:

1. discuss nutritional and calorie needs of each family member in a report.
2. study his/her eating habits for a week's time, and summarize results.
3. preserve Alaskan food by at least two methods.
4. report on and experience comparative shopping methods and food budgeting.
5. prepare at least 12 foods of various kinds.
6. prepare at least one balanced meal a day for a week's time.

Contract Requirements:

1. Carefully read "Nutrition Labeling", and any other sources you wish. Then, using the format given, prepare a report which discusses the nutritional and calorie needs of each member of your family. This includes carbohydrate, protein, fat, vitamin, and mineral needs.

2. Make a study of your eating habits for one week by listing all the food you eat, then describing the nutritional values. Use the form suggested on pages 6-7 of "Nutrition Labeling." Summarize your findings. Tell whether your diet should be improved, and how you will improve it.

3. Carefully study the pamphlets provided which tell about harvesting and preserving Alaskan foods. Prepare a report on the various methods available. Discuss the methods and foods you have previously used.

4. Preserve at least two kinds of food you have gathered from the wild. Report on the recipe you used, the amount you preserved, and how it turned out! Use the ideas you learned from the material used for requirement 3.

5. Read the information included about comparative shopping. Do your family's shopping for a week. Report on it. If you don't shop weekly, report on your family's method of obtaining food, and assist with this, if possible. For either report, stress nutritional value versus price, and providing for balanced meals.

6. Prepare and serve at least 8 foods, making sure the following categories are represented: meat, fish, poultry, vegetable, breads, dessert, meatless main dish. For each food you prepare, report on the following: a) recipe you used, b) any recipe changes, c) problems you encountered, d) the eater's opinions! e) your opinion of how successful it was. Have your supervisor sign this, and turn it in to your advisor.

7. Prepare (and shop for, if possible) a week's menu for your family. Pay careful attention to cost and nutrition. Choose at least one meal per day to prepare and serve. Report on its success. Ask your "guinea pigs" for their opinions!

   Summarize your week's project. Include your weekly menu, and any nutritional information or recipes you worked up.

8. During this semester-long (4 to 4 1/2 months) contract, you should plan to spend a minimum of 65 hours on this project.

9. Complete all objectives to your advisor's satisfaction.

10. Turn in a completed monthly progress sheet with all requirements attached.

Contract Timeline:

For Progress Sheet 1:	Requirements 1 and 2 At least 2 recipes of requirement 6
For Progress Sheet 2:	Requirements 3 and 4 At least 2 recipes of requirement 6
For Progress Sheet 3:	Reqirement 5 At least 2 recipes of requirement 6
For Progress Sheet 4:	Requirement 7 At least 2 recipes of requirement 6

To be completed by student:

Mail from Juneau C/S usually reaches me within:

☐ several days
☐ 1 week
☐ 2 weeks
☐ 3 weeks
☐ longer (explain:) ______________
____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract____________________Attempted credit_________

Credit granted______________________

Date to begin_______________________Completion date__________

Reporting dates____

Comments____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

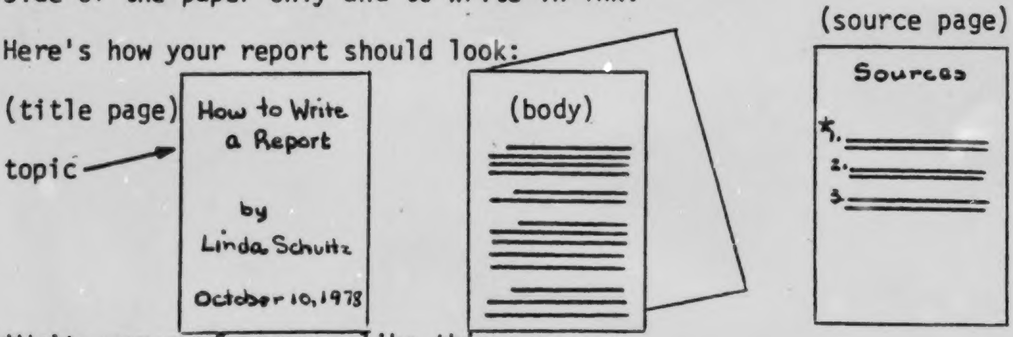
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    a) Include title page, body of report, source page.
    b) Body of report will be of varying length, but is written on one side of the paper.
    c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. SCHULTZ, Linda, "About Writing That Report," p. 1 & 2.

Put names of articles or magazines in " " and ________ names of books!

You can even make a fancy cover, if you like, but it's not necessary.

Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 8 **FOOD AND FOOD PREPARATION**

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. Attach your nutrition report to this sheet.

3. Attach your report on your eating habits for one week to this sheet.

4. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

5. Briefly discuss the one or two really significant facts or ideas you have learned about nutrition this month:

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(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________ progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 8 FOOD AND FOOD PREPARATION

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________ to ______________.

2. Attach your report about methods of harvesting and preserving Alaskan food.

3. Attach your reports on the two kinds of Alaskan food you preserved. Follow instructions from requirement 4.

4. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

5. Briefly discuss the one or two really significant facts or ideas you have learned about preserving Alaskan food this month: ______________________________

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(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________ progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 8 FOOD AND FOOD PREPARATION

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the third month of the contract: ______________ to ______________.

2. Attach your comparative shopping report to this sheet.

3. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

4. Briefly discuss the one or two really significant facts or ideas you have learned about food budgeting and comparative shopping this month: ______________________________

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(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 8 FOOD AND FOOD PREPARATION

Progress Sheet 4 This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the fourth month of the contract: ______________ to ______________.

2. Attach your summary on your week of balanced meals and meal preparation. (Requirement 1)

3. Attach at least two of the recipes you have prepared this month. Check requirement 6 for particulars in your reports.

4. Briefly discuss the one or two really significant facts or ideas you have learned about weekly menus and meal preparation this month: ______________________________

5. Evaluate your progress in this contract situation. How would you grade yourself? ______________________________

(Student's signature)

6. Supervisor's evaluation of student progress in this contract situation: ____________________

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I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

CORRESPONDENCE
STUDY

PACKING LIST - C/S CONTRACT 9

Gardening

___ C/S Contract 9

Extension Service Bulletins:

*___ 16 Steps to Easy Gardening in Alaska
*___ Weed Control in Alaska Vegetable Gardens
*___ Green Houses in Alaska
*___ The Compost Heap in Alaska
*___ Carrots in Alaska
*___ A Key to Flower Growing in Alaska
*___ Hydroponics for the Beginner
*___ Vegetable Varieties for SE Alaska

___ 6 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

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Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 9 GARDENING

Name of Student ______________________ Age ____ Date ________

Address ______________________ Telephone __________

My Supervisor for this contract is ______________________

Address ______________________

Telephone ______________________

Contract Goal: The student will learn about proper gardening methods for his/her area, and will use these methods to grow at least six vegetable crops.

Contract Objectives: The student will:

1. determine characteristics, needs, and size of the proposed garden plot.
2. prepare the garden plot for planting.
3. construct a timeline for starting and planting the chosen vegetable varieties.
4. follow the "timeline plan" to begin the garden.
5. care for the garden through harvest.
6. keep accurate daily and expense records on the garden.

Contract Requirements:

1. Read through the information included with your contract materials. Contact your local Extension Service Agent for more information. The addresses are:

Barbara Eichner
2651 Providence Ave.
Anchorage, Ak. 99504

Frances Hulbert
Box 869
Palmer, Ak. 99645

Pat Barker
Box 556
Bethel, Ak. 99559

Warren Larson
Box 1779
Soldotna, Ak. 99669

Ray Morgan
1514 S. Cushman
Room 303
Fairbanks, Ak.
99701

Kristine Long
Box 400
Nome, Ak. 99762

Walt McPherson
Box 109
Juneau, Ak. 99801

2. Determine the site and size of your garden. Choose the vegetables (at least six) you wish to grow, taking into account the recommended varieties and your needs.

3. Take a soil sample of your garden plot, according to directions on page 7 of "16 Easy Steps to Gardening in Alaska". There may be a $3.00 charge for analysis by the Extension Service. Allow at least three weeks for results to come back.

4. Construct a garden timeline for starting seedlings, transplanting, and direct seeding into your garden. You will follow this timeline throughout the planting process. The easiest way to do this is to choose a target date for planting seeds and transplanting seedlings in your garden. Work backwards and forwards from there.

5. Tend your garden carefully throughout the growing season. Keep a log which includes the following records:

   a) time spent per week

   b) dates when certain events occurred, such as planting, fertilizing, sprouting, harvesting, etc.

   c) amount and quality of produce harvested

   d) problems encountered, and how you solved them

6. Turn in progress sheets with all requirements monthly.

7. Complete all objectives to your advisor's satisfaction.

8. Extra credit: Enter a sample of your produce in your local fair. Report the results to your advisor.

Contract Timeline:

For Progress Sheet 1: Completed Requirements 1-4
Daily log for the month

For Progress Sheet 2: Requirement 5

For Progress Sheet 3: Requirement 5

For Progress Sheet 4: Requirement 5

For Progress Sheet 5: Requirement 5 (and perhaps 8!)

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________
____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________

Date: ______________________

To be completed by supervisor:

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________

Date: ______________________

To be completed by advisor:

Term of contract____________________Attempted credit_________

Credit granted______________________

Date to begin_______________________Completion date__________

Reporting dates____

Comments____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

Garden Timeline

Date To Begin	Item to be Done	Date Completed

9-6

C/S Contract 9 GARDENING

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ________________ to ________________.

2. Draw a diagram of the garden site you have chosen. Give dimensions, and show where north is located in relation to your garden. Show the direction in which you will construct the rows, and insert vegetable names where you intend to plant them.

3. List the vegetables you have selected, and explain why you chose this particular variety.

	Vegetable name	Variety	Why I chose it
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

4. Attach your completed garden timeline to this sheet.

5. Include your log of daily progress for the month. Refer to requirement 5 for items to include in your log.

6. Explain the results of your soil test, if it has been returned. (If not completed, report on this for next month.) ______________________________

____

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____

____
(Student signature)

7. Supervisor's comments on this contract project: __________

____

____

I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss the raising of seedlings. Find out what you can about this!

C/S Contract 9 GARDENING

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the second month of the contract: ______________ to ______________.

2. If you didn't last month, explain the results of your soil test now. ______________________________

3. Attach your log of daily progress for the month.

4. Discuss various methods of starting plant seedlings. Explain why some plants must be started indoors, then transplanted. How did your method of starting seedlings work?

5. Discuss the problems you have encountered thus far, and tell how you solved them. ______________________________

____

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(Student's signature)

6. Supervisor's comments on this contract project: ________

____

____

I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss various methods of controlling garden insect pests. Find out what you can about this!

C/S Contract 9 GARDENING

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. Attach your log of daily progress for the month.

3. Discuss natural and chemical means of controlling garden insect pests. What insects do you expect to have trouble with (or maybe they're troubling you now!), and what will you do to control them? ____________________

4. Discuss the problems you have encountered thus far, and tell how you solved them. ____________________

____
(Student's signature)
9-12

5. Supervisor's comments on this contract project: __________

____

____

I certify that the above is an accurate and correct account of ______________________ (student's) progress in this contract situation.

____
(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss methods of raising the soil temperature. Be prepared!

C/S Contract 9 GARDENING

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the fourth month of the contract: ______________ to ______________.

2. Attach your log of daily progress for the month.

3. Discuss various ways of raising the soil temperature in Alaskan gardens. What method did you use? Was it successful? ______________________________

4. Discuss the problems you have encountered thus far, and tell how you solved them. ______________________________

____
(Student's signature)

9-14

5. Supervisor's comments on this contract project: _________

____

____

I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

P.S. Next month's progress sheet asks you to discuss ways of harvesting and keeping your vegetables. Be prepared!

C/S Contract 9 GARDENING

Progress Sheet 5

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fifth month of the contract: ________________________ to ________________________.

2. Attach your log of daily progress for the month.

3. What are some methods and tricks of harvesting your vegetables and storing them for extended periods? What methods did you try, and what's your opinion of how they worked? ____

4. Discuss the problems you have encountered thus far, and tell how you solved them. ______________________________

5. Evaluate your progress in this contract situation. How much did you really learn, and how would you grade yourself? ____

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(Student's signature)

6. Supervisor's evaluation of contract performance: ________

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I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 10

CORRESPONDENCE STUDY

Livestock Raising

___ C/S Contract 10
___ 5 return envelopes
___ 10X13 manila return envelope
___

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 10 LIVESTOCK RAISING

Name of Student____________________________Age____Date________

Address____________________________________Telephone__________

____

My Supervisor for this contract is_____________________________

Address____

Telephone__________________________

Contract Goal: The student will raise and care for an animal or group of animals to maturity, and will keep cost and production records on this project.

Contract Objectives: The student will:

1. study one or more resources to determine the best method of raising his/her chosen animal type.
2. keep a detailed production and expense record of his/her animal project.
3. determine the goal and the timeline for this project; then follow it.
4. spend up to one year caring for the animals of this project to reach the project goal.

Contract Requirements:

1. a) Choose one of the animal projects listed below:

   - ☐ poultry - chickens, ducks, geese, turkeys
   - ☐ rabbits
   - ☐ goats
   - ☐ sheep
   - ☐ hogs
   - ☐ cattle
   - ☐ horses
   - ☐ other: ______________________________

   b) Choose the breed on which you will concentrate: (If you aren't familiar with the different breeds and their uses, consult Extension Service or other information.) ___________________________

   c) Explain the purpose for which you are raising your livestock:

   - ☐ meat
   - ☐ eggs
   - ☐ milk
   - ☐ other: ___________________
   - ☐ sale of breeding stock or young
   - ☐ show
   - ☐ fur

2. Write your nearest Extension Service agent. Ask him/her for information about raising your chosen animal. Here are the addresses. Choose the agent closest to you.

Barbara Eichner
2651 Providence Ave.
Anchorage, Ak. 99504

Pat Barker
Box 556
Bethel, Ak. 99559

Kristine Long
Box 400
Nome, Ak. 99762

Frances Hulbert
Box 869
Palmer, Ak. 99645

Warren Larson
Box 1779
Soldotna, Ak. 99669

Walt McPherson
Box 109
Juneau, Ak. 99801

Ray Morgan
1514 S. Cushman
Room 303
Fairbanks, Ak.
99701

3. Construct a report which explains the following information:

    a) where and how you obtained your poultry or livestock

    b) housing and equipment necessary for this project (diagrams would be helpful)

    c) choice of feed for project, and how you plan to obtain this feed

    d) your intentions and plans for this poultry or livestock. Include a production schedule or timeline.

    e) projected expenses and returns for this project

    f) details of handling and caring for your animals

4. Keep a daily log of your time spent and experiences with this project. Keep detailed feed, expense and breeding records (if necessary). A photo essay of your project would be very interesting. The log will be turned in monthly; others will be turned in at the end of the project.

5. Turn in a monthly progress sheet with all requirements attached.

6. Spend a minimum of six hours monthly for a period of 12 months for 1/2 credit. If your project will take less calendar time (like raising poultry fryers), you must increase your hours per month so you have spent at least 65 hours on your livestock. Include reporting or record-keeping time, and study time, but count routine feeding and watering chores as half-time, since you are not really learning anything too new in performing these daily chores.

7. Find and study various resources that will give you further details on your project.

8. At the end of your project, write a summary report.

9. Complete all objectives to the satisfaction of your advisor.

Contract Timeline:

For Progress Sheet 1: Requirements 3 and 5

For Progress Sheet 2 and all subsequent sheets: Work on Requirements 4, 6 and 7. The number of progress sheets here will vary with each individual project.

For the last progress sheet: Requirements 4 and 8

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________

Date: ____________________

To be completed by supervisor:

I agree to assist ____________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________

Date: ____________________

To be completed by advisor:

Term of contract ____________ Attempted credit ________

Credit granted ____________

Date to begin ____________ Completion date ________

Reporting dates ____________________

Comments ____________________

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________

Date: ____________________

C/S Contract 10 LIVESTOCK RAISING

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____________________

Address: ____________________

1. This progress sheet covers the first month of the contract: ____________ to ____________.

2. Attach your completed report for requirement 3 to this sheet.

3. Attach your log for the month to this sheet.

4. If you read and studied any resource information this month, complete the following:

   Name of resource: ____________________

   Page numbers I studied: ____________________

   General topic: ____________________

   Summary of details I learned and will practice: ____________________

5. Summary of monthly expenses:

Item	Money paid out	Money taken in

6. This is a summary of this month's work on my livestock raising project: ______________________________

____

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____

____
(Student's signature)

7. I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 10 LIVESTOCK RAISING

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________________ to ______________________.

2. Attach your log for the month to this sheet.

3. If you read and studied any resource information this month, complete the following:

   Name of resource: ______________________________

   Page numbers I studied: __________________________

   General topic: _________________________________

   Summary of details I learned and will practice: __________

   ____

   ____

   ____

   ____

   ____

4. Summary of monthly expenses:

Item	Money paid out	Money taken in

5. This is a summary of this month's work on my livestock raising project: ______________________________

____

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____

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____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 10 LIVESTOCK RAISING

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ________________________ to ________________________.

2. Attach your log for the month to this sheet.

3. If you read and studied any resource information this month, complete the following:

   Name of resource: ______________________________

   Page numbers I studied: __________________________

   General topic: __________________________________

   Summary of details I learned and will practice: __________

   ____

   ____

   ____

   ____

   ____

4. Summary of monthly expenses:

Item	Money paid out	Money taken in

5. This is a summary of this month's work on my livestock raising project: ____

____

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____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 10 **LIVESTOCK RAISING**

Progress Sheet _____

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the _______ month of the contract: ______________________ to ______________________.

2. Attach your log for the month to this sheet.

3. If you read and studied any resource information this month, complete the following:

   Name of resource: ______________________________

   Page numbers I studied: ______________________________

   General topic: ______________________________

   Summary of details I learned and will practice: __________

   ____

   ____

   ____

   ____

   ____

4. Summary of monthly expenses:

Item	Money paid out	Money taken in

5. This is a summary of this month's work on my livestock raising project: ______________________________

____

____

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____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 10 LIVESTOCK RAISING

Progress Sheet _____

This sheet should be mailed to your Advisor on ______________

Name: ______________________________________

Address: ______________________________________

1. This progress sheet covers the last month of the contract: ______________________ to ______________________.

2. Attach your log for the month to this sheet.

3. Attach your complete expense, feed, breeding, and any other records to this sheet.

4. Attach your project summary to this sheet. (This is from requirement 8.)

5. If you read and studied any resource information this month, complete the following:

   Name of resource: ______________________________

   Page numbers I studied: ______________________________

   General topic: ______________________________

   Summary of details I learned and will practice: __________

   ____

   ____

   ____

   ____

   ____

6. Summary of monthly expenses:

Item	Money paid out	Money taken in

64

7. Evaluate the success of your livestock raising project. What have you learned, and how would you grade yourself?

____

____

____

____

____

____

____
(Student's signature)

8. Supervisor's evaluation of student progress on this contract: ____

____

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____

I certify that the above is an accurate and correct account of ______________________________ progress
student's
in this contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 12

CORRESPONDENCE STUDY

Salmon Aquaculture

___ C/S Contract 12
*___ MacNeil and Bailey, *Salmon Rancher's Manual*
___ 1 package 5X8 note cards
___ 4 return envelopes
___ 10 X 13 manila return envelope
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to reutrn the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 12 SALMON AQUACULTURE

Name of Student________________________Age____Date________

Address________________________________Telephone__________

____

My Supervisor for this contract is___________________________

Address____

Telephone_________________________

Contract Goal: The student will use a variety of resource materials to construct a research paper on salmon aquaculture in Alaska.

Contract Objectives: The student will:

1. use a variety of at least three suggested source materials to learn details of salmon aquaculture.
2. write a research paper which discusses the present realities and future possibilities of salmon aquaculture in Alaska.
3. (optional) visit and/or participate in an Alaskan aquaculture operation.

Contract Requirements:

1. Read and study Salmon Rancher's Manual and find at least two other sources of information which deal in salmon aquaculture.
2. Follow the suggested format for reports as well as information included in "How to Write Your Term Paper" to write

your research paper on "Salmon Aquaculture in Alaska". Your paper must discuss present realities as well as future possibilities for aquaculture.

3. Spend at least 65 hours studying, writing, or observing for your project for 1/2 credit. That's about an hour daily for the 4 1/2 month period.

4. Turn in a monthly progress sheet with all requirements attached.

5. Keep a daily log which includes the date, time spent, resources you read, and whatever else you did to prepare for or write your paper.

6. (optional) Contact the nearest salmon aquaculture facility. Ask for information. Make arrangements to visit and study it. A photo essay would be an excellent supplement for your paper. You might also be able to participate in some facets of hatchery operation.

Contract Timeline:

For Progress Sheet	You should
1 (month 1)	Gather resources; contact the aquaculture facility nearest you; begin reading, studying, and taking notes.
2 (month 2)	Continue reading, studying, and taking notes.
3 (month 3)	Continue your reading, studying, and note-taking. Create an outline for your paper.
4 (month 4)	Use the outline and notes to create a pencil (rough) draft. Make corrections. Write your final draft of your paper.

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ____________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit __________

Credit granted ____________________

Date to begin ____________________ Completion date __________

Reporting dates ______________________________

Comments ______________________________

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

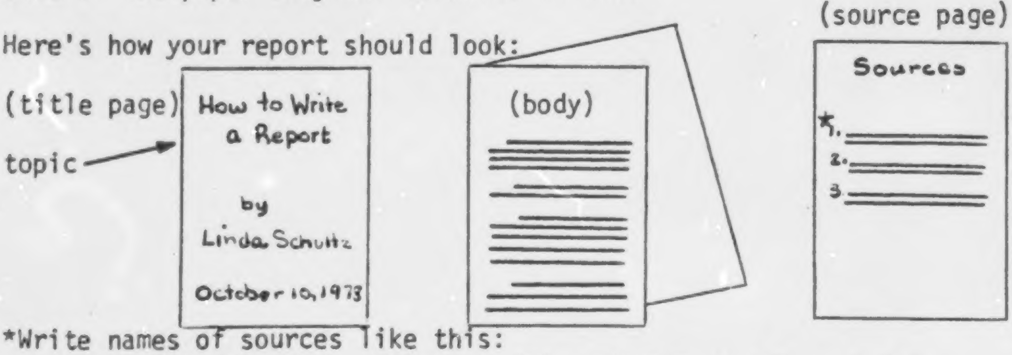
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    a) Include title page, body of report, source page.
    b) Body of report will be of varying length, but is written on one side of the paper.
    c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. *SCHULTZ, Linda, "About Writing That Report," p. 1 & 2.*

Put names of articles or magazines in " " and ________ names of books! You can even make a fancy cover, if you like, but it's not necessary. Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 12 SALMON AQUACULTURE

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: __________________________ to ______________________________.

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach three of your completed note cards to this sheet.

4. List the resources you've used this month:

   ____

   ____

   ____

   ____

5. Discuss one or several facts you've learned about salmon farming: ____

   ____

   ____

   ____

   ____

____
(Student's signature)

6. I certify that the above is an accurate and correct account of __________________________________ progress in this
   student's
   contract situation.

____
(Supervisor's signature)

C/S Contract 12 SALMON AQUACULTURE

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________________ to ______________________.

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach three of your completed note cards to this sheet.

4. List the resources you've used this month:

____

____

____

____

5. Discuss one or several facts you've learned about salmon farming: ____

____

____

____

____

____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 12 SALMON AQUACULTURE

Progress Sheet 3

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach your outline to this sheet.

4. List the resources you've used this month:

   ____

   ____

   ____

   ____

5. Discuss one or several facts you've learned about salmon farming: ____

   ____

   ____

   ____

   ____

____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress in this
   student's
   contract situation.

____
(Supervisor's signature)

C/S Contract 12 SALMON AQUACULTURE

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ______________ to ______________.

2. Attach your month's daily log to this sheet. (Refer to requirement 5.)

3. Attach your completed paper to this sheet.

4. Evaluate your progress in this contract situation. How much do you feel you have learned, and how would you grade yourself? ____

____

____

____

____

____
(Student's signature)

5. Supervisor's evaluation of student progress on this contract: ____

____

____

____

____

____

I certify that the above is an accurate and correct account if ____ ________________________________ progress in this
              student's
contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 13

CORRESPONDENCE
STUDY

Sewing, Knitting, and Needlework

___ C/S Contract 13

Cooperative Extension Service bulletins:

- *___ "Cloth Parka"
- *___ "Mittens, Mittens, Mittens"
- *___ "Family Winter Clothing"
- *___ "Quaspeq"
- *___ "Tricks to Eary Fit"

___ 4 12X16 manila return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE STUDY

C/S Contract 13 SEWING, KNITTING, AND NEEDLEWORK

Name of Student ______________________ Age ____ Date ________

Address ______________________ Telephone ________

____

My Supervisor for this contract is ______________________
(This should be a person who has skills in this area.)
Address ______________________________________

Telephone ______________________

____

Contract Goal: By completing an approved number of projects, the student will practice previously acquired skills and learn at least four new skills.

Contract Objectives: The student will:

1. complete an approved number of sewing, knitting, needlework, or combination of these projects.
2. practice previously acquired skills.
3. master at least four new skills.

Contract Requirements:

1. Choose the type of projects on which you will concentrate:
    - ☐ Sewing projects
    - ☐ Knitting or Crocheting projects
    - ☐ Needlework projects - embroidery, needlepoint, bargello

☐ A combination of: ______________________________

2. Write a short paragraph which outlines your experience and skills learned to date in this type of project:

____

____

____

____

____

____

3. With the help of your supervisor, outline your choice of projects for this contract. Choose projects that proceed from simple to more difficult. Plan a course for yourself which will take you from 65-80 hours in four months' time to finish. That works out to about an hour daily for 16-18 weeks.

As an example, if you are sewing, you will probably be able to finish two easy (book bag, knit top) and three to five hard (pants suit, dress with detail) projects. Knitting a sweater might take most of the semester, so you might try a simple knit project (cap, mittens, or pot holder) plus a sweater.

Also, list the skills you expect to learn (flat-felled seams, putting in a zipper, knitting a cable, etc.).

	Project(s)	Skills I will learn
For Progress Sheet 1 (month 1)		
For Progress Sheet 2 (month 2)		

	Project(s)	Skills I will learn
For Progress Sheet 3 (month 3)		
For Progress Sheet 4 (month 4)		

4. Look through the enclosed material for ideas, then select your own patterns. Send your month 1 and 2 pattern(s) with this contract. A picture and short description will probably be adequate in most cases. Your advisor will approve it (or offer additional suggestions), then return it to you in time to begin your project(s).

5. Your completed projects will be sent to your advisor so your progress may be determined. If the envelopes provided are not large enough, please package your project yourself, and send by first-class mail.

6. Keep a daily log which details your time spent and the tasks you accomplished during this time.

7. Complete all objectives to your supervisor's and advisor's satisfaction.

8. Turn in required progress sheets and work monthly at times specified.

Contract Timeline: Follow the outline in requirement 3.

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 1 week
( ) 2 weeks
( ) 3 weeks
( ) longer (explain:) ______________________________

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ____________________

Date: ____________________

To be completed by supervisor:

I agree to assist ____________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ____________________

Date: ____________________

To be completed by advisor:

Term of contract ____________________ Attempted credit __________

Credit granted ____________________

Date to begin: ____________________ Completion date __________

Reporting dates ____________________

Comments ____________________

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________

Date: ____________________

C/S Contract 13 SEWING, KNITTING, AND NEEDLEWORK

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

____

____

____

____

____

5. List the new skills you attempted, and describe your progress in learning them.

	Skill	Progress
a.		
b.		
c.		
d.		

______________________ ________

(Student's signature)

6. Supervisor's evaluation of student progress this month:

____

____

____

____

I certify that the above is an accurate and correct account of ____________________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 13 **SEWING, KNITTING, AND NEEDLEWORK**

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: __________________ to __________________.

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

____

____

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____

____

5. List the new skills you attempted, and describe your progress in learning them.

	Skill	Progress
a.		
b.		
c.		
d.		

____
(Student's signature)

6. Supervisor's evaluation of student progress this month:

____

____

____

____

I certify that the above is an accurate and correct account
of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 13 — SEWING, KNITTING, AND NEEDLEWORK

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ____________________ to ____________________.

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

   ____

   ____

   ____

   ____

   ____

5. List the new skills you attempted, and describe your progress in learning them.

	Skill	Progress
a.		
b.		
c.		
d.		

____
(Student's signature)

6. Supervisor's evaluation of student progress this month:

____

____

____

____

I certify that the above is an accurate and correct account of __________________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ____________________ to ____________________.

2. Attach your daily log for this month's work.

3. Include any completed projects.

4. Describe your problems and successes of this month's work.

____

____

____

____

____

5. List the new skills you attempted, and describe your progress in learning them.

	Skill	Progress
a.		
b.		
c.		
d.		

6. Evaluate your progress in this contract. What have you learned, and how would you grade yourself? ____________

____

____

____

____

____
(Student's signature)

7. Supervisor's evaluation of student progress during this entire contract. Contrast beginning and ending skills.

____

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____

I certify that the above is an accurate and correct account of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 14

CORRESPONDENCE STUDY

Small Engine Repair

___ C/S Contract 14
*___ Olney, Simple Gasoline Engine Repair
*___ Dempsey, How to Repair Small Gasoline Engines
___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907) 465-2835

CORRESPONDENCE STUDY

C/S Contract 14 **SMALL ENGINE REPAIR**

Name of Student ________________ Age ____ Date ______

Address ________________ Telephone ________

My Supervisor for this contract is ________________

Address ________________

Telephone ________________

Contract Goal: The student will explain how a small gasoline engine operates and will be able to repair at least two kinds of engines.

Contract Objectives: The student will:

1. repair at least two different small engines.
2. explain how a small gasoline engine works.

Contract Requirements:

1. With the help of your supervisor, plan the engines you will repair and the type of repair necessary. The more varied the jobs and experience, the more you will learn! Since you will need at least 65 hours' instruction and working time, you should plan projects for about 60 hours' work, or 15 hours monthly. Be sure that your projects will teach you new skills--not just practice things you already know. Two manuals have been provided for you, but you may feel free to use any other references you wish.

For Progress Sheet (month)	Engine I will repair (be specific!)	Repairs to be made
1		
2		
3		
4		

2. Choose one engine you are repairing, and prepare a report which explains how it functions. Your report should use the format suggested (you may have less than three sources). It should include diagrams which show parts, a description of its operation, and requirements for normal maintenance procedures. You may add anything else you like to your report. Make it good!

3. Keep a log which has an entry for each day's work. Your log should include the engine you work on, methods used, tools used, time spent, general progress, and name and pages of references you studied to make the repairs.

4. Work a total of at least 65 hours in a semester's time (4 to 4 1/2 months) on this contract situation.

5. Turn in progress sheets with all requirements attached at times specified.

6. Complete all objectives to advisor's satisfaction.

Contract Timeline:

Follow the timeline created in requirement 1. In addition, you must turn in monthly logs. The report for requirement 2 will be turned in with Progress Sheet 4.

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ____________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract____________________Attempted credit_________

Credit granted______________________

Date to begin_______________________Completion date__________

Reporting dates____

Comments____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

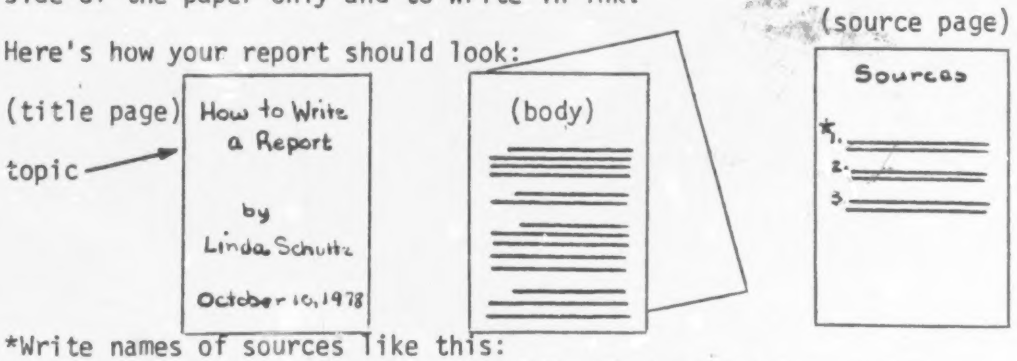
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    - a) Include title page, body of report, source page.
    - b) Body of report will be of varying length, but is written on one side of the paper.
    - c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. SCHULTZ, Linda, "About Writing That Report," p. 1 & 2.

Put names of articles or magazines in " " and ________ names of books! You can even make a fancy cover, if you like, but it's not necessary. Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 14 SMALL ENGINE REPAIR

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:

   a. Number of hours spent: __________

   b. Engines or parts of engines that have been repaired:

   ____

   ____

   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month: ____________________________

   ____

   ____

   ____

   ____

   ____

____
(Student's signature)

5. Supervisor's evaluation of progress this month: ________

I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 14 SMALL ENGINE REPAIR

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the second month of the contract: ______________ to ______________.

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:

   a. Number of hours spent: __________

   b. Engines or parts of engines that have been repaired:

   ____

   ____

   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month: ______________________________

   ____

   ____

   ____

   ____

   ____

____
(Student's signature)

5. Supervisor's evaluation of progress this month: __________

____

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I certify that the above is an accurate and correct account
of ____ progress in
student's
this contract situation.

____
(Supervisor's signature)

P.S. Are you thinking about your requirement 2 report that's due at the end of Progress Sheet 4?

C/S Contract 14 SMALL ENGINE REPAIR

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. Attach your monthly log. See requirement 3 for details to include.

3. Summary of month's work:
    a. Number of hours spent: __________
    b. Engines or parts of engines that have been repaired:
    ____
    ____
    c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

4. Discuss one or two of the important things you have learned this month: ______________________________
____
____
____
____
____

____
(Student's signature)

5. Supervisor's evaluation of progress this month: __________

____

____

____

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____

____

I certify that the above is an accurate and correct account of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

P.S. Don't forget that your report for requirement 2 is due next month.

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ____________________ to ____________________.

2. Attach your monthly log. See requirement 3 for details to include.

3. Attach your completed report on the function of an engine, as described in requirement 2.

4. Summary of month's work:

   a. Number of hours spent: ____________

   b. Engines or parts of engines that have been repaired:

   ____

   ____

   c. According to the work schedule I set up in requirement 1, I am (ahead, on, behind) schedule.

5. Discuss one or two of the important things you have learned this month: ______________________________

   ____

   ____

   ____

   ____

   ____

6. Evaluate your progress in this contract situation. How much have you learned, and how would you grade yourself?

____

____

____

____

____

____

____
(Student's signature)

7. Supervisor's evaluation of student progress in this contract. Compare his/her knowledge from the beginning of the contract to the progress and knowledge gained by the end of the contract. ____________________________

____

____

____

____

____

I certify that the above is an accurate and correct account of ____________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

CORRESPONDENCE
STUDY

PACKING LIST - C/S CONTRACT 17

TAXIDERMY AND TANNING

___ C/S Contract 17
*___ McFall, Taxidermy Step By Step
*___ Cooperative Extension Service, "Tanning at Home"
___ 5 return envelopes
___ 2 10X13 manila return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907) 465-2835

CORRESPONDENCE STUDY

C/S Contract 17 TAXIDERMY AND TANNING

Name of Student______________________ Age____ Date________

Address______________________________ Telephone__________

My Supervisor for this contract is______________________

Address____

Telephone____________________

Contract Goal: The student will master two methods of tanning and two methods of taxidermy by completing a report and an approved number of projects.

Contract Objectives: The student will:

1. report on at least two methods of tanning.

2. report on at least two methods of mounting specimens (taxidermy).

3. complete an approved number of projects, for which he/she has provided materials.

Contract Requirements:

1. You have been provided with two texts about tanning and taxidermy. Study these carefully, and use the provided format to report on the two methods you would choose to tan skins and hides. Be specific about procedures. Compare the expected results of the two methods. There are additional texts in the C/S Library if you want more resources.

2. Use your provided texts plus other resources you may gather to report on two methods or types of taxidermy. Choose two different specimens, so you can discuss widely different procedures.

3. Choose at least four projects for the contract. Estimate the number of hours each project will take. You should plan at least 60 hours worth of projects. Your projects should include at least two methods of tanning and at least two different animals to mount. Write a brief description of each project.

Projects	Estimated Time	Explanation

(Use extra paper for additional projects)

4. You will be expected to send a) the completed project, b) a sample of the tanned skin, or c) a complete picture description of each project you have completed. Your log should describe the processes you underwent for each project.

If the return envelopes aren't large enough for your projects, please package and send them separately. First class mail is preferred. Put "Attention: (your advisor)" on the front of the package. Be sure your name and address are on each project!

5. Keep a daily log which explains the following: a) time spent on project each day, b) references used, c) tasks worked on and/or completed, d) any problems or successes. Keep it short and sweet!
6. Turn in a completed monthly progress sheet with all requirements attached.
7. Complete all objectives to the satisfaction of your advisor.

Contract Timeline:

For Progress Sheet 1: Complete requirements 1, 2 and 4

For Progress Sheet 2: Complete requirements 3 and 4

For Progress Sheet 3: Complete requirements 3 and 4

For Progress Sheet 4: Complete requirements 3 and 4

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days	( ) 3 weeks
( ) 1 week	( ) longer (explain:)______________
( ) 2 weeks	______________________________

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit _________

Credit granted ______________________

Date to begin _______________________ Completion date __________

Reporting dates ____

Comments ____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

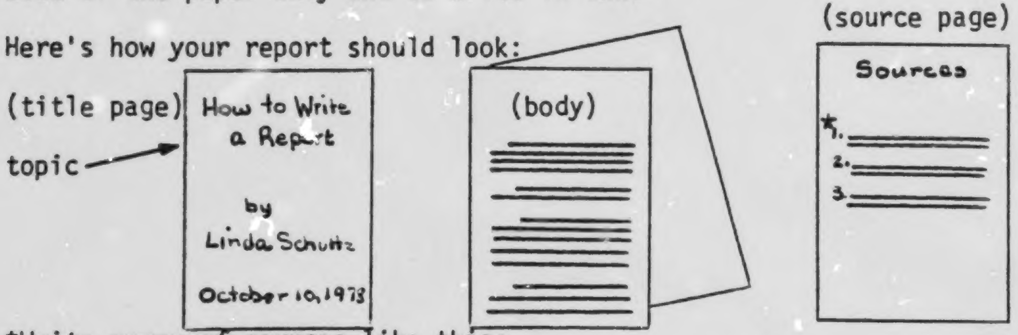
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    - a) Include title page, body of report, source page.
    - b) Body of report will be of varying length, but is written on one side of the paper.
    - c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. SCHULTZ, *Linda*, *"About Writing That Report," p. 1 & 2.*

Put names of articles or magazines in " " and ________ names of books!
You can even make a fancy cover, if you like, but it's not necessary.
Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. Attach your reports about tanning methods and taxidermy methods to this sheet.

3. Attach your month's log to this sheet (see requirement 4).

4. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing. ______________________

5. Discuss one or two of the significant facts and/or ideas you have learned this month. ______________________

____
(Student's signature)

6. I certify that the above is an accurate and correct account of ______________________________ progress
student's
in this contract situation.

____
(Supervisor's signature)

C/S Contract 17 TAXIDERMY AND TANNING

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ________________ to ________________.

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing. ______________________________

____

____

____

____

4. Discuss one or two of the significant facts and/or ideas you have learned this month. ______________________________

____

____

____

____

____

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress
student's
in this contract situation.

____
(Supervisor's signature)

C/S Contract 17 TAXIDERMY AND TANNING

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ____________________ to ____________________.

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing. ______________________________

4. Discuss one or two of the significant facts and/or ideas you have learned this month. ______________________________

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress
student's
in this contract situation.

____
(Supervisor's signature)

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: __________________________ to ____________________________.

2. Attach your month's log to this sheet (see requirement 4).

3. List and briefly describe the projects you completed this month. Enclose evidence of them with this sheet or in a separate mailing. ____

   ____

   ____

   ____

   ____

4. Discuss one or two of the significant facts and/or ideas you have learned this month. ____________________________

   ____

   ____

   ____

   ____

   ____

5. Evaluate your progress on this contract. How much have you learned, and how would you grade yourself?

   ____

   ____

   ____

____

____

(Student's signature)

6. Supervisor's evaluation of student progress: ____________

____

____

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____

____

I certify that the above is an accurate and correct account of ______________________ progress
student's
in this contract situation.

(Supervisor's signature)

PACKING LIST - C/S CONTRACT 18

CORRESPONDENCE STUDY

Trapping

____ C/S Contract 18
*____ Stanley Hawbaker, Trapping North American Furbearers
____ 5 return envelopes
____ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 18 TRAPPING

Name of Student ____________________ Age ____ Date ________

Address ____________________ Telephone ________

My Supervisor for this contract is ____________________

Address ____________________

Telephone ____________________

Contract Goal: The student will demonstrate trapping skills by keeping a log of trapping experiences and by reporting on the life cycle of one animal he/she traps.

Contract Objectives: The student will:

1. complete a trapping season of at least three months, providing his/her own materials.
2. keep a trapping journal which includes daily details of the trapping season.
3. discuss lures, baits, traps, and trapping methods.
4. report on the life cycle and habits of one of the animals trapped.

Contract Requirements:

1. Report in detail about your proposed trapping season. Include:

   - approximate dates of your season

- pre-season preparations
- kind of animals you will trap
- description of your trapline
- summary of trapping laws
- schedule for running your trapline
- description of trapping equipment
- where you will get your equipment
- how you will process your pelts
- where you will sell your pelts

2. Keep a trapping log which describes your expenses, experiences, time spent, skills learned, and trapping methods used for the trapping season. This log will be turned in monthly.

3. Be prepared to discuss the following in reports of approximately two pages in length.

   a) month 2: lures and baits
   b) month 3: kinds of traps
   c) month 4: trapping methods

4. Report on the life cycle and habits of one animal you trap.

5. Prepare a summary of your trapping season and the profits (if any) you made. Pictures would be very helpful!

Contract Timeline:

For Progress Sheet (month)	Complete requirement:
1	1, 2
2	2, 3a
3	2, 3b
4	2, 3c, 4, 5

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days

( ) 1 week

( ) 2 weeks

( ) 3 weeks

( ) longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit __________

Credit granted ____________________

Date to begin ____________________ Completion date __________

Reporting dates ______________________________

Comments ______________________________

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

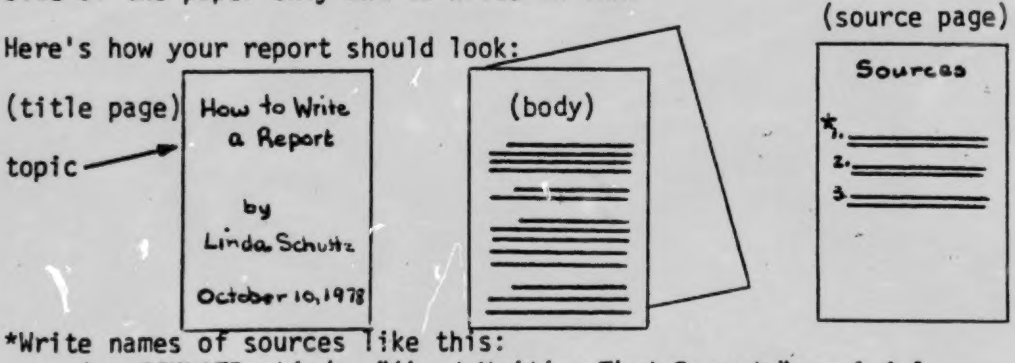
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
   a) Include title page, body of report, source page.
   b) Body of report will be of varying length, but is written on one side of the paper.
   c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. SCHULTZ, *Linda*, *"About Writing That Report,"* p. 1 & 2.

Put names of articles or magazines in " " and ________ names of books! You can even make a fancy cover, if you like, but it's not necessary. Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 18 TRAPPING

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ____________________ to ____________________.

2. Attach your preliminary report (for requirement 1) to this sheet.

3. Attach your log for this month's trapping work.

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________________
student's
progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 18 TRAPPING

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ____________________

Address: ____________________

1. This progress sheet covers the second month of the contract: ____________ to ____________.

2. Attach your log for this month's trapping work.

3. Attach your report on lures and baits to this sheet.

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ____________________ student's progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 18 TRAPPING

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: __________________________ to __________________________.

2. Attach your log for this month's trapping work.

3. Attach your report about kinds of traps to this sheet.

4. I certify that the above is an accurate and correct account of ____ student's progress in this contract situation.

____
Supervisor's signature

C/S Contract 18 TRAPPING

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the fourth month of the contract: ______________ to ______________.

2. Attach your log for this month's trapping work.

3. Attach your report about trapping methods to this sheet.

4. Attach your report on the life cycle and habits of one animal you trap to this sheet.

5. Attach your summary of this trapping season (or the season so far!) to this sheet.

6. Evaluate your progress on this contract. Have you learned new things about trapping? How would you grade your progress? ______________________________

____

____

____

____

____
(Student's signature)

7. Supervisor's evaluation of trapping progress on this contract: ______________________________

____

____

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____

I certify that the above is an accurate and correct account of ______________________________
student's
progress in this contract situation.

____
(Supervisor's signature)

CORRESPONDENCE STUDY

PACKING LIST - C/S CONTRACT 19

Training Animals

___ C/S Contract 19
___ 5 return envelopes

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE
STUDY

C/S Contract 19 TRAINING ANIMALS

Name of Student________________________ Age____ Date________

Address________________________________ Telephone__________

____

My Supervisor for this contract is_____________________________

Address____

Telephone_______________________

Contract Goal: The student will establish and meet goals for training an animal or animals within a period of a year's time.

Contract Objectives: The student will:

1. establish certain goals for training an animal or animals.
2. obtain and study two or more reference materials which deal with the training of that animal type.
3. report on the best method and timeline for obtaining the established goal.
4. work with animal subject(s) for a period of not less than four months and not more than a year to obtain desired training goal.

Contract Requirements:

1. Write a description of the animal(s) you wish to train, and exactly what you want the animal(s) to be able to do. Be realistic and specific! ______________________________

____

____

____

____

____

2. Since much of your training will be repetition, you should plan on spending a mimimum of 120 hours and four months on your project. Animals of all types benefit from short repetititve sessions, so you might space your training out into two half-hour sessions or a full hour session daily. Animals don't observe weekends, so you might not be able to either! If you are training a horse or a full dog team, you will want to take longer than the four-month period. With your training goals and interim steps in mind, fill in the following training schedule. Use additional paper if you need more room.

a)Desired Animal Behavior	Number of Training Hours	Date Behavior Achieved

Total hours ________

b) The approximate number of months you will work(must be at least four): ______________________________

c) If you will be taking professional training (like a dog obedience class), give particulars here:

____

____

____

3. Contact your local Cooperative Extension Service office for information on training your animal. Go to libraries and bookstores for other references. Study this material and prepare a report which tells the methods you will use to achieve the desired behavior in your animal. Your report should follow established format, and should not be less than three pages long.

4. Using your training schedule, work with your animal for four months to a year, until you have a beautifully trained animal!

5. Keep a daily log of your progress in this contract. Note the hours you worked, what you did to train your animal, and how you succeeded (or didn't succeed). Make it short and sweet, but have an entry for every training day.

6. Turn in monthly progress sheets with all requirements attached.

7. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet 1: Turn in requirements 3, 4, 5

For Progress Sheet 2: Turn in requirements 4, 5

For Progress Sheet 3: Turn in requirements 4, 5

For Progress Sheet 4: Turn in requirements 4, 5

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 1 week
( ) 2 weeks
( ) 3 weeks
( ) longer (explain:) ________________
____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit __________

Credit granted ______________________

Date to begin ______________________ Completion date __________

Reporting dates ____

Comments ____
____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

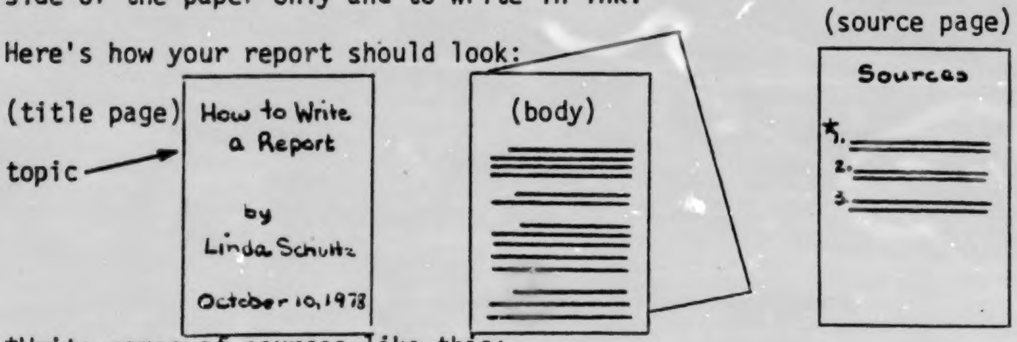
Follow these steps in making your report:

1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    a) Include title page, body of report, source page.
    b) Body of report will be of varying length, but is written on one side of the paper.
    c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:



*Write names of sources like this:

1. *SCHULTZ, Linda, "About Writing That Report," p. 1 & 2.*

Put names of articles or magazines in " " and ________ names of books!
You can even make a fancy cover, if you like, but it's not necessary.
Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 19 TRAINING ANIMALS

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the first month of the contract: ______________ to ______________.

2. Attach your completed report to this sheet. (Requirement 3.)

3. Attach your log of this month's work to this sheet.

4. Summarize your month's work: ______________________________

____

____

____

____

____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress
student's
in this contract situation.

____
(Supervisor's signature)

C/S Contract 19 **TRAINING ANIMALS**

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. **This progress sheet covers the second month of the contract: ____________________ to ____________________.**

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work: ______________________________

____

____

____

____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 19 TRAINING ANIMALS

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ________________ to ________________.

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work: ______________________

____

____

____

____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

Progress Sheet ____

This sheet should be mailed to your Advisor on ____________

Name: ____________________

Address: ____________________

1. This progress sheet covers the ______ month of the contract: ____________ to ____________.

2. Attach your log of this month's work to this sheet.

3. Summarize your month's work: ____________________

____

____

____

____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ____________ (student's) progress in this contract situation.

____
(Supervisor's signature)

C/S Contract 19 TRAINING ANIMALS

Progress Sheet ____

This sheet should be mailed to your Advisor on ____________

Name: ____

Address: ____

1. This progress sheet covers the last month of the contract: ______________ to ______________.

2. Attach your log of this month's work to this sheet.

3. Summarize your work on this contract. Evaluate your effectiveness as a trainer. How would you grade yourself?

____

____

____

____

____

____

____
(Student's signature)

4. Supervisor's evaluation of student progress: __________

____

____

____

____

____

I certify that the above is an accurate and correct account of ______________ progress in this
student's
contract situation.

____
(Supervisor's signature)

19-11

PACKING LIST - C/S CONTRACT 20

CORRESPONDENCE
STUDY

Work Experience

___ C/S Contract 20
___ 5 return envelopes

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811

CORRESPONDENCE STUDY

C/S Contract 20 WORK EXPERIENCE

Name of Student ______________________ Age ____ Date ________

Address ______________________ Telephone ________

My job is: ______________________ Firm name, address,

Telephone: ______________________

My Supervisor for this contract is ______________________
(This person should be your employer, if at all possible)

Place of Business: ______________________

Telephone: ______________________

Supervisor's qualifications: ______________________

____

____

Contract Goal: The student will become proficient in the skills necessary to perform the job at which he/she is gaining work experience or is employed.

Contract Objectives:

A. To complete this contract you and your supervisor must list the skills you are to master to satisfactorily perform your job. Some examples of skills are: making correct change, operating a cash register, taking inventory, operating a gas pump, etc. There is room for 15 skills; you may have more or less than this.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

11.
12.
13.
14.
15.

B. With your supervisor's help, you must master each skill by the time this contract is completed.

C. You must perform each skill as a part of your job under a variety of conditions, to the supervisor's satisfaction.

D. You must work a total of 160 hours at your specific job with a period of four months.

Contract Requirements:

1. Keep a daily log or journal of the progress you make on your contract objectives. This could be an anecdotal report of not more than two paragraphs for each work session. Report your tasks, the skills on which you worked, and your general experiences.

2. Turn in one completed progress sheet every four weeks, at the times specified. Attach the daily log for that time period.

To be completed by student:

Mail from Juneau C/S usually reaches me within:

☐ Several days
☐ 1 week
☐ 2 weeks
☐ 3 weeks
☐ longer (explain: ____________________
______________________________)

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner:

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ____________________ in the satisfactory completion of this contract, and will help him/her to abide its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract: ______________________________ Attempted credit __________

Credit granted ________________

Date to begin: __________________ Completion Date: ____________________

Reporting dates: ____

Comments: ____

____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ________________________________

Progress Sheet 1

This sheet should be mailed to your Advisor on ____________________.

Name: ____

Address: ____

____

1. This project sheet covers the first month of the contract, ____________________________ to ____________________________.

2. My work schedule for this month was:

Month: ________________________

S	M	T	W	T	F	S

Directions: Put date in upper ◸ . Put hours worked in lower ◿ .

3. The skills I have learned or practiced this month are:

A. ____

B. ____

C. ____

D. ____

E. ____

4. My log for this month is attached. ______________________________
(Student's Signature)

5. I certify that the above is an accurate and correct account of

____________________________ progress in this contract situation.
(student)

____
(Employer's Signature)

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________________

Name: ______________________________________

Address: ___________________________________

____

1. This project sheet covers the first month of the contract,

_________________________ to ___________________________.

2. My work schedule for this month was:

Month: ______________________

S	M	T	W	T	F	S

Directions: Put date in upper ◸. Put hours worked in lower ◿.

3. The skills I have learned or practiced this month are:

A. ____

B. ____

C. ____

D. ____

E. ____

4. My log for this month is attached. ______________________________
(Student's Signature)

5. I certify that the above is an accurate and correct amount of

___________________________ progress in this contract situation.
(student)

____
(Employer's Signature)

Progress Sheet 3

This sheet should be mailed to your Advisor on ____________________

Name: ______________________________

Address: ______________________________

____

1. This project sheet covers the first month of the contract,

______________________ to ______________________.

2. My work schedule for this month was:

Month: ____________________

S	M	T	W	T	F	S

Directions: Put date in upper ◸ . Put hours worked in lower ◿ .

3. The skills I have learned or practiced this month are:

A. ______________________________________

B. ______________________________________

C. ______________________________________

D. ______________________________________

E. ______________________________________

4. My log for this month is attached. ______________________________
(Student's Signature)

5. I certify that the above is an accurate and correct account of
______________________________ progress in this contract situation.
(student)

____
(Employer's Signature)

C/S Contract 20 **WORK EXPERIENCE**

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________________

Name: ____

Address: ____________________________________

____

1. This project sheet covers the first month of the contract,

__________________________ to _____________________.

2. My work schedule for this month was:

Month: __________________

S	M	T	W	T	F	S

Directions: Put date in upper ◸ . Put hours worked in lower ◿ .

3. The skills I have learned or practiced this month are:

A. ____

B. ____

C. ____

D. ____

E. ____

4. My log for this month is attached. _______________________________

(Student's Signature)

5. Student's evaluation of job progress during contracted time: (Be specific)

Student's Signature ____________________

6. Supervisor's evaluation of job performance and progress during contracted time:

7. I certify that the above is an accurate and correct account of ______________________ performance in this contract situation.
(student)

Employer's (Supervisor's) Signature: ______________________

20-12

CORRESPONDENCE
STUDY

PACKING LIST - C/S CONTRACT 21

Computer Skills

___ C/S Contract 21

For Goal A:

*___ Communicating with the Computer, Introductory Experiences, BASIC
___ 1 package (50 sheets) of 5mm. graph paper

For Goal B:

*___ Computer Programming in the BASIC Language
*___ "Solution Key for Chapter Exercises"

___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811

CORRESPONDENCE
STUDY

C/S Contract 21 COMPUTER SKILLS

Name of student ______________________________ Age ____ Date ________

Address ______________________________________ Telephone __________

____

My Supervisor for this contract is ____________________________

Address ____

Telephone __________________________

Contract Goal: (Choose Goal A or Goal B)

A. The student will become familiar with BASIC computer programming language and will be able to write appropriate programs in BASIC. (This goal is for those students who do not have access to a computer terminal. A calculator would be helpful.)

B. Same as A, but the student will run all programs on a computer. (This goal is for those students who have access to a computer terminal.)

Contract Objectives: (For Goal A and Goal B) The student will:

1. demonstrate an ability to translate mathematical expressions and English instructions into BASIC language.
2. demonstrate an ability to read and write BASIC notation, operators, language statements, and commands.
3. construct flow charts to solve problems.
4. write BASIC programs using any or all of the following statements: LIST, LET, INPUT, READ, DATA, PRINT, IF-THEN,

GO TO, DIM.

5. write programs using counting, nested, and FOR-NEXT loops.

6. write programs accumulating sums and/or products of numbers.

7. write programs using subscripted variables.

Contract Requirements:

1. Choose either Goal A or B. (Goal B is available only to those students who have access to a computer terminal.)

   My choice is: ☐ Goal A.

   ☐ Goal B. I have access to the computer terminal at ____________________.
   place

2. For Goal A:

   Read and study the enclosed text, Communicating with the Computer; Introductory Experiences, BASIC, by Jacobs, French, Moulds, and Schuchman. This is a programmed text. The student should use paper and pencil to answer all questions and work all exercises as he/she comes to them. (DO NOT WRITE IN THE TEXT, PLEASE.) The answers will then be found on the next page of the book for the student to check his/her own work.

   After each "Topic" in the text, there is a Problem Set. The following problems are to be done in each set. These are minimum requirements; the student may do more problems if he/she chooses. These problems will be evaluated by your advisor. If you do not have access to a computer, then you cannot "process" the programs on a computer. Instead, determine what the output would be by using a calculator or paper and pencil calculations and following exactly the steps in the program. Use graph paper for coding forms.

Problem Set	Page #	Problems to be turned in
1	p. 12	2,5,6,7,10
2	p. 43	1-20, 23
3	p. 59	1-12, 13a, 14
4	p. 76	1-6, 7a & b
5	p. 95	1-5, 6b, 7b, 8, 10
6	p.118	1-13, 16, 19, 20
7	p.145	1-23, 24a, 25a, 27, 28
8	p.178	1-5, 6a, 6b, 7, 8, 10, 12
9	p.192	1, 2a, 3, 4a, 5a, 7, 8a, 11

Problem Set	Page #	Problems to be turned in
10	p.219	1-4, 5a, 6a, 7, 8a, 9a, 10a, 11, 13, 15
11	p.252	1-6, 7a, 8a, 9, 14, 15
12	p.277	1-5, 7, 9, 10
13	p.296	1-7, 8, 9, 11
14	p.318	1-4, 5, 7, 9
15	p.341	1-6, 8, 9, 11
16	p.365	1, 2, 3a, 4, 7, 9, 10
17	p.394	1-12, 13, 15

3. For Goal B:

Read and study the enclosed text, Computer Programming in the BASIC Language by Neal Golden. Using paper and pencil, the student should complete all exercises after each section. (DO NOT WRITE IN THE TEXT.) Then, check the answers to the exercises using the "Solution Key For Chapter Exercises." The Chapter Reviews should also be done.

At the end of each chapter in the text there are "Rounds," or Programs for Student Assignment. The following problems are to be done in each "Round." Read the "General Instructions" for each Round carefully before attempting the problems.

Round #	Page #	Problems to be turned in
Round One	p. 27	1, 2, 6, 9, 11, 13, 16, 18
Round Two	p. 62	1, 3, 4, 7, 8, 14, 18, 19
Round Three	p. 92	2, 4, 10, 12, 14, 17, 19, 21
Round Four	p.133	3, 10, 12, 13, 18, 19, 23, 25
Round Five	p.168	1, 2, 3, 4, 6, 12, 14, 16, 17

All programs must be run on a computer, and the computer printout must be submitted for evaluation. Three sets of data must be used for each program. These problems will be evaluated by your advisor. These are minimum requirements; the student may do more problems if he/she chooses. Students who have a math background in geometry, algebra two, or advanced mathematics are encouraged to try programs in those sections of the Rounds. Also, Chapter 6 on "Matrices" and Chapter 7 on "Additional Features of BASIC" are optional. Extra credit will be granted to any student who completes programs from these chapters.

4. Turn in a monthly progress sheet at times specified, with all requirements attached.

5. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet 1: (six weeks) Complete Ⓐ Problem Sets 1-6
Ⓑ Rounds One & Two programs

For Progress Sheet 2: (four weeks) Complete Ⓐ Problem Sets 7-11
Ⓑ Round Three programs

For Progress Sheet 3: (four weeks) Complete Ⓐ Problem Sets 12-14
Ⓑ Round Four programs

For Progress Sheet 4: (four weeks) Complete Ⓐ Problem Sets 15-17
Ⓑ Round Five programs

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days
( ) 1 week
( ) 2 weeks
( ) 3 weeks
( ) longer (explain:) ______________
____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ________________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by Advisor:

Term of contract ____________________ Attempted credit ________

Credit granted ______________________

Date to begin _______________________ Completion date ________

Reporting dates ____

Comments ____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ____________________________

Date: ______________________________

C/S Contract 21 COMPUTER SKILLS

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first six weeks of the contract: ______________________ to ________________________.

2. Attach your completed Problem Sets 1-6 (for Goal A) or Rounds One and Two programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: ____

   ____

   ____

   ____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________________ progress in this contract
         student's
   situation.

____
(Supervisor's signature)

C/S Contract 21 COMPUTER SKILLS

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________.

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the second four weeks of the contract: ______________________ to ____________________.

2. Attach your completed Problem Sets 7-11 (for Goal A) or Round Three programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: ______________________________

____

____

____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ______________________________ progress in this contract
student's
situation.

____
(Supervisor's signature)

C/S Contract 21 COMPUTER SKILLS

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third four weeks of the contract: ______________________ to ______________________.

2. Attach your completed Problem Sets 12-14 (for Goal A) or Round Four programs (for Goal B) to this sheet.

3. Describe any problems you are having with this contract to this point: ______________________________________

   ____

   ____

   ____

____
(Student's signature)

4. I certify that the above is an accurate and correct account of ____________________________ progress in this contract
   student's
   situation.

____
(Supervisor's signature)

C/S Contract 21 **COMPUTER SKILLS**

Progress Sheet 4 This sheet should be mailed to your Advisor on ______________.

Name: ____

Address: ____

1. This progress sheet covers the fourth four weeks of the contract: ____________________ to ____________________.

2. Attached your completed Problem Sets 15-17 (for Goal A) or Round Five programs (for Goal B) to this sheet.

3. Evaluate your progress in this contract situation: ________

   ____

   ____

   ____

   ____

   ____ ____

   ____
   (Student's signature)

4. Supervisor's evaluation of student progress: ____________

   ____

   ____

   ____

   ____

   ____

   I certify that the above is an accurate and correct account of ___________________________ progress in this contract
   student's
   situation.

   ____
   (Supervisor's signature)

PACKING LIST - C/S CONTRACT 22

CORRESPONDENCE STUDY

Budget and Family Finance

___ C/S Contract 22
*___ Personal Finance for Consumers
___ worksheet booklet for Personal Finance for Consumers
___ "The Family Money Manager"
*___ Short Course on Money Handling - Lesson Three
___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811

CORRESPONDENCE
STUDY

C/S Contract 22 **BUDGET AND FAMILY FINANCE**

Name of Student ______________________ Age ____ Date ________

Address ______________________ Telephone ________

____

My Supervisor for this contract is ______________________

Address ______________________________________

Telephone ______________________

Contract Goal: The student will research at least four areas of personal or family finance and will complete appropriate projects for each.

Contract Objectives: (Choose 4 areas)

A. Money Management: The student will:

1. demonstrate a knowledge of appropriate decision-making skills relating to financial matters.

2. prepare, balance, and adjust budgets.

B. Credit: The student will:

1. demonstrate an understanding of the following types of credit: credit cards, charge accounts, installment plans, and loans.

2. investigate and "shop for" different types of credit to determine the best buy.

C. Managing Housing Money: The student will:

1. demonstrate an awareness of the different types of housing available and costs, advantages, and disadvantages of each.

2. research methods of financing a house purchase and obtaining homeowner's insurance.

D. Managing Other Household Expenses (Transportation, Food, and Clothing): The student will:

1. "shop for" a car to find the best buy, ways to finance it, cost of insurance, etc.

2. plan a wardrobe within a budget.

3. "shop for" groceries to find the best prices at two or more different stores.

E. Protection through Insurance: The student will:

1. determine what types of insurance are needed for his/her family.

2. "shop for" life, medical, and property insurance to determine the best buys.

F. Banking: The student will:

1. "shop for" the best buys in savings accounts.

2. "open" and "operate" a checking account (real or imaginary) for a month.

3. apply for a loan from a bank.

G. Investments: The student will:

1. investigate different types of investments to determine the advantages and disadvantages of each.

2. "invest" money in several areas such as stocks, bonds, real estate, etc. and "follow" this "investment" for a month to determine the gain or loss.

H. Taxation: The student will:

1. investigate the different forms of taxation such as income tax, sales tax, property tax, and social security tax to determine how much money is taken by taxes and where the money is used .

2. complete federal and state income tax forms.

Contract Requirements:

1. Place an "X" in the box beside each of the four areas you will study. The student will complete all of the project(s) and/or report(s) listed beneath each objective to demonstrate that he/she has mastered it. If you have an idea for a project you would like to do and it is not included in any of these areas of study, describe it in the space provided on page 22-9, #2. It must be approved by your advisor.

   The text Personal Finance for Consumers is enclosed to be read and used as a reference source. The student will read the chapters that pertain to his/her chosen areas of study. Other sources may be available from the C/S library or your advisor. You may also use personal interviews as references. For the reports, follow the guidelines in "About Writing That Report" found in this contract.

☐ A. Money Management:

Read chapters 1 and 2 in the text. Discuss the questions on page 13 and page 34 with your supervisor.

Following your family's lifestyle or choosing a lifestyle you would like to follow, prepare a monthly budget to fit that lifestyle. You will need to make some decisions about what things are important to you. If you choose to follow your family's lifestyle, then plan your budget using the family income, members in the family, regular expenses, etc. If you choose a lifestyle you would like to have in the future, then choose an occupation and assume a reasonable income from that occupation. Determine how many members will be in your family, what their expenses will be, etc. Be sure to budget for expenses such as housing, food, utilities, transportation, clothing, medical expenses, recreation, savings, charity contributions, regular charge account debts, etc. You may use "The Family Money Manager" as a reference or worksheet. Supplement your budget with a report explaining the details of your lifestyle including a salary, a breakdown of budget categories, etc. Explain why you chose this particular lifestyle and what items you had to leave out.

Now, follow your budget for a month by keeping a record of actual income and expenses (or imaginary, if you choose a future lifestyle). You may use worksheets like those found in your worksheet booklet accompanying your text. Then, compare your actual spending for the month to your budget. If necessary, make adjustments in your budget for next month to accommodate actual spending. Finally, estimate your yearly budget in each category by multiplying your monthly budget by twelve.

☐ B. Credit:

Read chapter 3 in the text and discuss the questions on pages 57-58 with your supervisor.

Prepare a report explaining the different types of consumer credit available. Include information on the similarities and differences of the types of credit, requirements for application, interest charges, etc. Include charge accounts (open and revolving), installment accounts, bank credit cards, cash loans (from a bank or other lending institution), credit unions, etc. Be sure to include a list of references used for your report.

Then, choose a large item you would like to buy (appliance, furniture, TV, etc.) and "shop for" credit in at least 3 places. Investigate store charge accounts, bank credit cards, etc. Determine which type of credit would be the "best buy" for your purchase. Or, if you prefer, assume you want to borrow an amount of money (over $500) and shop for the best loan. In either case, try to interview credit managers or loan officers of the various institutions in person or by letter. Include all interviews in your report and list all institutions or agencies where you investigated credit. Report on the total cost of your item or loan, including finance charges, monthly payments, etc.

☐ C. Managing Housing Money:

Read chapter 5 in the text and discuss the questions on pages 94-95 with your supervisor.

Prepare a report on the different types of housing available in your area and the advantages and disadvantages of each, including cost. Be sure to include such types as single-family housing, apartments, mobile homes, etc. Choose the type of housing which would be best suited to your lifestyle (either real or imaginary) and explain why. Would it be better for you to buy or rent? Remember that cost is not the only factor in your choice.

Next, "choose" a house you would like to buy, either new or used. Preferably, investigate a house in your area that is for sale. Talk to the realtor to find out the cost, features of the house, "hidden" costs in the purchase, etc. Now, "finance" the house. Determine which method of financing is best for you: conventional loan, FHA loan, or VA loan. Talk to the loan officer to find out the interest on the loan, closing costs of purchasing the house, down payment required, etc. Closing costs might include surveying the land, appraising the house, etc. How much would the monthly payments be for a 25-year mortgage? How much interest would be paid over 25 years? Also, you will need to purchase homeowner's insurance. Why types of coverage do you need? How much will it cost? Will it be added to your monthly house payment? How much will your property taxes be and will these be included in your monthly payments? Include answers to all of the above questions in your report. If possible, also include a picture of the house you are "purchasing."

☐ D. Managing Other Household Expenses (Transportation, Food, and Clothing): (Do all three of the projects listed below.)

Read chapters 6, 7 and 8 in your text and discuss the questions on page 112, page 135 and page 151 with your supervisor.

Choose a car you would like to buy that is best suited to your needs. It may be new or used. "Shop" for the best deal on your choice of car. Determine the total cost of the car, including sales tax, dealer preparation, and transportation costs on a new car. Will you trade in your old car, or pay a down payment? Then shop for financing. Determine the total cost of financing and monthly payments. Also, you will need insurance. Shop for the best insurance buy. What types of coverage do you need? How much will it cost? Also, budget for your monthly operating costs of owning the car. Include gasoline, oil, and regular maintenance expenses for a year.

Plan your clothing needs for the next six months. Be sure to make an inventory of the wearable clothing you have on hand. Remember to consider the season of the year and your lifestyle in planning the additional clothing you will need. Calculate the approximate cost of the new clothing needed. (You may use a catalog to order from, if you wish. You may want to include pictures of the clothes you choose.) Don't forget to include underwear, shoes, accessories, coats, etc.

Make a grocery list of at least twenty-five items. Be sure to include meat and staples such as bread, milk, fruits, etc. Now, "shop" for your items in two different stores. Was one store generally less expensive than the other? Were certain items higher in one store, while other items were higher in another? Were some items on "special"? List other methods of saving on food shopping.

☐ E. Protection Through Insurance:

Read chapter 9 and pages 176-181 in chapter 10 of your text. Discuss the questions on page 170 with your supervisor.

Prepare a report on the different types of insurance available (life, health, property, etc.) and the advantages and disadvantages of each. Be sure to include different types of insurance available in a category, such as life insurance. Which types of insurance would be necessary for you and your family?

"Shop for" the best buys in life insurance, medical insurance, and property insurance for your family. Remember that there are other things to consider besides cost. If possible, talk to several insurance agents and compare different plans available.

☐ F. Banking:

Read the "Short Course on Money Handling, Lesson Three."

Prepare a report on the different types of savings accounts available. Include commercial banks, savings and loan associations, time certificates, etc. List the advantages and disadvantages of each, including interest earned and any restrictions. Decide how much money you want to put into savings, find the best savings plan for you, and determine how much interest you would earn on that amount in one year.

Shop for the "best buy" in a checking account. Then open a checking account (real or imaginary) and keep a record of all checks written for a month. Be sure to balance your account with your statement at the end of the month. You may use the "Short Course on Money Handling, Lesson Three" as a reference or to help you "shop for" the best buy, etc. You are not required to complete all the worksheets in this booklet. Blank forms should be obtained from a bank if you do not open a real account.

"Apply" for a loan from a bank. Complete an application form. You may use real information for your own family, or make up a lifestyle you would like to have in the future and use imaginary information to fit that lifestyle. Then, assuming you are approved to receive the loan, find out how much the monthly payments, the interest rate, and the total interest costs will be.

☐ G. Investments:

Read chapter 11, pages 198-211 in the text and discuss questions 1-17 on page 216 with your supervisor.

Prepare a report on the different types of investments available. Include savings accounts, stocks, bonds, mutual funds, real estate. List advantages and disadvantages of each. Be sure to include how you purchase the investment and how you earn money from it.

Choose two or three areas in which to invest a given amount of money. Choose from stocks, bonds, savings accounts, or real estate. "Follow" your investment for a month to determine your gain or loss. Compare the gain or loss for each type of investment.

☐ H. Taxation:

Read chapter 15 in the text and discuss the questions on page 287 with your supervisor.

Prepare a report on the different kinds of taxes which your family pays. Include income tax (federal and state), sales tax, property tax, social security tax, excise tax, gas tax, etc. Determine what percentage of the family's income is taken by each type of tax. Discuss ways in which your tax dollars are spent.

Obtain copies of the federal and state income tax forms and instructions for the current year. Either use your family's current situation to complete the tax forms or prepare the tax forms for an imaginary situation for your chosen lifestyle. You must choose whether or not itemizing deductions is to your advantage. Submit your completed tax returns with all pertinent background information to your advisor.

2. If you choose to do a project other than those specified above, check here ☐, list the area of study ____________ ______________________________, and describe your project in detail below. Use an additional sheet, if necessary.

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3. Turn in a monthly progress sheet and the report(s) and/or project(s) specified for the area of study at the specified times.

4. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet 1: One area of study and report/project (one month)

For Progress Sheet 2: Second area of study and report/project (one month)

For Progress Sheet 3: Third area of study and report/project (one month)

For Progress Sheet 4: Fourth area of study and report/project (one month)

To be completed by student:

Mail from Juneau C/S usually reaches me within:

( ) several days ( ) 3 weeks

( ) 1 week ( ) longer (explain:) ______________

( ) 2 weeks ______________________________

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract ____________________ Attempted credit ________

Credit granted ______________________

Date to begin ______________________ Completion date __________

Reporting dates ____

Comments ____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ______________________________

Date: ______________________________

ABOUT WRITING THAT REPORT . . .

First of all, your report should use several newspapers, books, magazines, or pamphlets as sources. If you need extra materials, contact our librarian.

Secondly, you must be able to write summaries. A summary is a review of important facts and ideas included. Don't include everything, just the principal facts. If you can summarize well, you will be able to write a good report. These summaries are your notes. They can be on note cards, paper, grocery sacks, or anything! They are the material from which you will write your report.

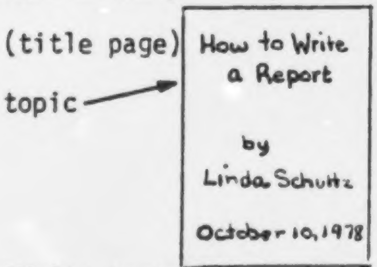
Follow these steps in making your report:

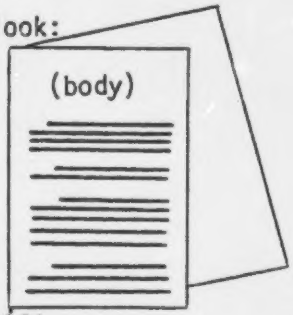
1. Focus on one small topic.
2. Find at least three good, current sources of information.
3. Read your sources of information; take notes.
4. Write an outline of important facts to cover.
5. Write a rough draft, following your outline, in your own words! A rough draft is written in pencil. Make corrections on this draft. Ask your supervisor to make suggestions.
6. Now write your final copy.
    - a) Include title page, body of report, source page.
    - b) Body of report will be of varying length, but is written on one side of the paper.
    - c) Report should be written in ink or typed, double space. Use one-inch margins on the sides.

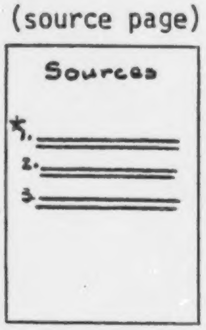
I will emphasize again: write your report in your own words! Anybody can copy information right off the page! The whole idea for a report is to see how you can compile and explain information. If it's not in your own words, it's not a report; it's a copy of someone else's ideas.

Use your best handwriting, grammar, and punctuation. Remember to use one side of the paper only and to write in ink.

Here's how your report should look:







*Write names of sources like this:

1. SCHULTZ, Linda, "About Writing That Report," p. 1 & 2.

Put names of articles or magazines in " " and ________ names of books!

You can even make a fancy cover, if you like, but it's not necessary.

Do a good job! For further information, ask your advisor for the book called How to Write Your Term Paper. It has lots of helpful information.

C/S Contract 22 **BUDGET AND FAMILY FINANCE**

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ______________________ to ______________________.

2. The area I have studied this month is ____________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ____________________

   ____

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____
(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________ progress in this con-
   student's
   tract situation.

____
(Supervisor's signature)

C/S Contract 22 BUDGET AND FAMILY FINANCE

Progress Sheet 2

This sheet should be mailed to your Advisor on ____________

Name: ______________________________________

Address: ______________________________________

1. This progress sheet covers the second month of the contract: ____________________ to ____________________.

2. The area I have studied this month is ____________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ____________________

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(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress in this con-
student's
tract situation.

____
(Supervisor's signature)

C/S Contract 22 BUDGET AND FAMILY FINANCE

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ______________________ to ______________________.

2. The area I have studied this month is ______________________.

3. Attach your completed report and/or project to this progress sheet.

4. Describe any difficulties you had in completing this part of the contract or make any comments: ______________________

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(Student's signature)

5. I certify that the above is an accurate and correct account of ______________________________ progress in this contract situation.
student's

____
(Supervisor's signature)

C/S Contract 22 BUDGET AND FAMILY FINANCE

Progress Sheet 4 This sheet should be mailed to your Advisor on ______________

Name: ______________________________

Address: ______________________________

1. This progress sheet covers the fourth month of the contract: ______________ to ______________.

2. The area I have studied this month is ______________.

3. Attach your completed report and/or project to this progress sheet.

4. Comment on your progress in this contract situation and any difficulties you may have had: ______________________________

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(Student's signature)

5. Supervisor's evaluation of student progress: ______________

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6. I certify that the above is an accurate and correct account of ______________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

PACKING LIST - C/S CONTRACT 26

CORRESPONDENCE
STUDY

Jeppesen Ground Training

___ C/S Contract 26
*___ Jeppeson Mach I Private Pilot Course
___ 5 return envelopes
___ 4th class mailing label

Please check to make sure you have received all materials. Inform your advisor at once if anything is missing. Use the return envelopes to send in progress sheets and assignments. Put your advisor's name in the lower left-hand corner of each envelope. When your contract has been completed, use the 4th class mailing label to return the starred (*) materials.

State of Alaska
Department of Education
Correspondence Study
Pouch GA
Juneau, Alaska 99811
Telephone (907)465-2835

CORRESPONDENCE STUDY

C/S Contract 26 **JEPPESEN GROUND TRAINING**

Name of Student ______________________ Age ___ Date ________

Address ______________________________ Telephone ___________

____

My Supervisor for this contract is ____________________________

Address ____

Telephone ______________________

Contract Goal: The student will be prepared to take the FAA private pilot certification exam.

Contract Objectives: The student will:

1. satisfactorily complete the Jeppesen private pilot course.
2. satisfactorily pass the private pilot final examination.
3. (optional) pass the FAA private pilot certification exam.

Contract Requirements:

1. Work through and study carefully the private pilot course which is provided for you. Follow the timeline which has been set up for you. You should complete this course in the semester's time, but may work faster and turn it in sooner, if necessary.
2. Satisfactorily pass the private pilot final examination. This exam is very similar to the FAA exam you must pass to get your private pilot license. There are two exams-A and B. Your supervisor must administer the test, and

your advisor will correct it. If you don't pass the A test, you will be instructed to take the B test.

3. (Optional) Present evidence that you have taken and passed your FAA private pilot examination.

4. Turn in a progress sheet with all requirements at the required times (or sooner).

5. Complete all objectives to your advisor's satisfaction.

Contract Timeline:

For Progress Sheet	Complete chapters
1 (1 month)	1-4
2 (1 month)	5-7
3 (1 month)	8-11
4 (1 month)	12-14
5 (2 weeks)	Private Pilot Final Examination A

To be completed by student:

Mail from Juneau C/S usually reaches me within:

☐ several days

☐ 1 week

☐ 3 weeks

☐ 3 weeks

☐ longer (explain:) ____________

____

I agree to abide by the rules and objectives of this contract, and to do my best to complete it in a satisfactory manner.

Signed: ______________________________

Date: ______________________________

To be completed by supervisor:

I agree to assist ______________________ in the satisfactory completion of this contract, and will help him/her to abide by its rules and objectives.

Signed: ______________________________

Date: ______________________________

To be completed by advisor:

Term of contract______________________Attempted credit_________

Credit granted________________________

Date to begin_________________________Completion date__________

Reporting dates____

Comments____

____

I agree to monitor this contract and to provide assistance where possible.

Signed: ________________________________

Date: ________________________________

C/S Contract 26 JEPPESEN GROUND TRAINING

Progress Sheet 1

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the first month of the contract: ________________________ to ________________________.

   You should have completed chapters 1-4 of your course.

2. The following questions have been taken from your work in chapters 1-4. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

   1. The purpose of the trim tab is to relieve control ____________________ and assist in keeping the airplane in the desired attitude.
   2. When in a turn or a pullout from a dive, the load factor will ____________________ due to centrifugal force.
   3. The rate of climb is measured in hundreds of _________-___________ per minute.
   4. The heading indicator supplements the ____________________ compass which is difficult to read in turbulent air.
   5. The attitude indicator shows at a glance the actual ____________________ of the airplane.
   6. During takeoffs at lower elevations, the mixture control is set to the ____________________ ____________________ position.
   7. A reduction in manifold pressure or r.p.m. will reduce engine ____________________.
   8. The point at which the airplane would balance if it were suspended at that point is called the _______________ of ____________________.

9. The best rate-of-climb speed provides the greatest ratio of lift to ____________________.

10. The preflight inspection is performed prior to each flight to ensure ____________________.

11. The glide toward an intended landing point is called the ____________________.

12. The airplane's direction and altitude are maintained by controlling nose and wing position in reference to the natural horizon. This is called ____________________ ____________________.

13. An alternating white and green rotating beacon is associated with a land airport equipped with ____________________.

14. The blue lights on a lighted airport designate the ____________________ system.

15. The FAA visual approach slope indicator is abbreviated ____________________.

16. On the takeoff, wake turbulence is greatest just at ____________________ because the airspeed is slowest at this time.

17. When taking off after a landing yet, the pilot should lift off ____________________ (before, beyond) the touchdown point of the jet.

18. If crossing behind and near a large aircraft, the small aircraft should fly at a ____________________ (lower, higher) altitude.

19. Carburetor heat can be used to ____________________ or clear the icing condition.

20. Aviation gasoline is classified by ____________________ rating.

3. Discuss what you have learned about the parts of a typical flight, which you read about in Chapter 3. ______________

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(Student's signature)

4. I certify that the above is an accurate and correct account of ________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

Progress Sheet 2

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the second month of the contract: ______________________ to ______________________.

   You should have completed chapters 5-7 of your course.

2. The following questions have been taken from your work in chapters 5-7. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

   1. The most important portion of the frequency spectrum for the private pilot is the __________________ __________________ __________________ (VHF) band.

   2. One thousand cycles per second = one __________________.

   3. Although VHF and UHF frequencies provide the best interference-free reception, they are limited to ____________ of __________________.

   4. Most airborne radios consist of a __________________, receiver, antenna, __________________ and speaker or headset.

   5. The control of all traffic within the airport traffic area is the responsibility of the __________________ __________________.

   6. One of the most important communications facilities for the VFR pilot is the __________________ __________________ __________________ (FSS).

   7. At airports without control towers or flight service stations, the pilot can receive airport ______________ pertaining to wind direction and velocity, runway in use, and known traffic in the area on UNICOM.

8. The bottom of the air ocean is the earth's surface. It is at sea level that the greatest air _______________ exists.

9. The non-uniform heating of the earth by the sun causes a constant ____________________ of the atmosphere.

10. In the northern hemisphere, wind flow or circulation around a high pressure area is always __________________ and outward.

11. The normal decrease in temperature is approximately ___________________° Fahrenheit for each ______________ feet.

12. All stations measuring pressure readings, regardless of station elevation, correct the pressure reading to ____________________ ____________________.

13. Relative humidity is the ratio of the amount of water vapor in the air to the amount which would be present if the air were ____________________.

14. An airmass is a body of air that has similar ___________ ____________ throughout.

15. Stable air tends to remain at the same _______________.

16. The two major classifications of clouds are ____________ and _____________________.

17. When two airmasses of different characteristics come together a ____________________ is formed.

18. The most serious form of ice associated with aircraft is ____________________ ice.

19. Ice increases drag and reduces ____________________.

20. The pilot may be able to get out of the icing area by ____________________ or ____________________.

21. When a pilot encounters moderate or severe turbulence he should immediately reduce ____________________ to maneuvering ____________________.

22. This report, M20 BKN 50 OVC means ____________________ ____.

23. A student or private pilot must have at least a ____________________ class medical certificate.

24. Before flight in any aircraft, the pilot must perform a thorough ____________________ inspection.

25. Flight time used to meet the experience requirements for a flight check must be shown by a reliable record, usually a pilot's ____________________.

26. To indicate engine speed in revolutions per minute, each engine requires a ____________________.

27. To maintain VFR in control zones, the pilot must have at least ____________________ statute miles visibility.

28. Cruising altitudes are always determined by magnetic ____________________.

29. Along with the weather reports and forecasts, the pilot in command must also determine the flight time and the amount of ____________________ required.

30. The aircraft or vessel which is being overtaken has the ____________________.

____
(Student's signature)

3. I certify that the above is an accurate and correct account of ____________________________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 26 JEPPESEN GROUND TRAINING

Progress Sheet 3

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the third month of the contract: ____________________ to ____________________.

   You should have completed chapters 8-11 of your course.

2. The following questions have been taken from your work in chapters 8-11. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

   1. The process of navigating from one landmark to another by ground reference is called ____________________.

   2. To make navigation easier and safer, pilotage is combined with ____________________ ____________________ and radio navigation.

   3. Lines of ____________________ run east and west, lines of ____________________ run north and south.

   4. The time denoted on flight plans is ____________________ time.

   5. The charts most commonly used by private pilots are the ____________________ charts.

   6. The true course (TC) is the direction of the intended ____________________ ____________________ measured clockwise from true north.

   7. In navigation, the direction of a true course is measured in ____________________ clockwise from ____________________ ____________________.

   8. A compass needle points to the ____________________ North Pole.

   9. When wind correction is applied to a true course, the result must be spoken of in terms of true ______________.

10. If deviation is applied to magnetic heading, the result is ____________________ ____________________.

11. The first step when using the wind component chart is to determine the ____________________ between the runway heading and wind direction.

12. At a speed of 150 m.p.h., it will take ________________ minutes to fly 200 miles.

13. Airways that are predicated on VOR navigation facilities are called ____________________ airways.

14. Radio beams from a VOR station follow a ________________-of-____________________ path.

15. The indications displayed by the navigation indicator are based on aircraft ____________________ and not heading.

16. When flying a VOR course, with course selector and heading indicator in general agreement, the needle is centered by flying ____________________ the needle.

17. Normal needle sensing should be used as much as practicable because it eliminates ____________________.

18. On an ADF bearing indicator with a fixed azimuth card, the 0° index at the top represents the ________________ of the aircraft.

19. A relative bearing is the direction from the ___________ to the ____________________, measured clockwise from the nose.

20. Primary radar is used for airport surveillance to provide radar vectors and aircraft ____________________.

21. The code to be used for VFR operations is _______________.

22. The code that denotes an emergency is ____________________.

23. The *Airman's Information Manual* contains information about airports located within all states except ____________________ and ____________________.

24. A pilot would find information concerning controlled and uncontrolled airspace in the chapter titled _____________ ____________________________.

25. AIM Part 4, Graphic Notices and Supplemental Data, contains three types of graphics of the busier terminals for use by ____________________ pilots.

____
(Student's signature)

3. I certify that the above is an accurate and correct account of _____________________ progress in this
student's
contract situation.

____
(Supervisor's signature)

C/S Contract 26 JEPPESEN GROUND TRAINING

Progress Sheet 4

This sheet should be mailed to your Advisor on ______________

Name: ____

Address: ____

1. This progress sheet covers the fourth month of the contract: ______________________ to ______________________.

   You should have completed chapters 12-14 of your course.

2. The following questions have been taken from your work in chapters 12-14. Please review these chapters, then put all your materials away. Have your supervisor monitor this test. Use no helps!

   1. When an emergency occurs, the initial radio call should be made on the frequency being ____________________.

   2. This call should include airplane type and identification, position (estimated or actual), remaining ____________________ onboard, nature of ________________, intentions and desired ____________________.

   3. The four C's a pilot in distress should remember are ____________________, ____________________, ____________________, and ____________________.

   4. The best way to avoid becoming lost is through good ____________________ and ____________________ ____________________ navigation.

   5. Someone at the point of departure should be given the planned ____________________ of ____________________, since this information is necessary for search and rescue efforts.

   6. Your chances of being found by search and rescue personnel will be increased by filing a ____________________ ____________________.

   7. When flying over isolated or mountainous territory, it is always a good idea to carry a ____________________ ____________________.

8. A very important piece of survival equipment, located in every airplane, is an ____________________ ____________________ ____________________(ELT).

9. If the engine fails in flight, the pilot should notify the nearest facility on ____________________MHz, stating the emergency and airplane's ____________________.

10. When making a precautionary landing, turn off all ____________________, ignition and ____________________ switches prior to touchdown.

11. Engine fires that occur when the aircraft is being started are usually caused by over ____________________ or flooding the ____________________.

12. The only electrical power available when the generator or alternator fails is the ____________________.

13. The art of scanning involves a systematic search of a person's entire visual field by using both ______________ and ____________________ movements.

14. The type of propeller that will maintain a selected engine speed by adjusting the blade angle is a __________________ ____________________ propeller.

15. The principal factor that determines the efficiency of a propeller is the blade's ____________________ ____________________ ____________________.

16. The correct procedure to use when increasing power is to first increase ____________________ ____________________, then increase ____________________ ____________________.

17. When feathering an engine, the propeller blade angle is changed to produce ____________________ drag.

18. The two basic types of retraction mechanisms used in a landing gear system are electrical and _________________.

19. In an emergency situation, many retractable landing gear systems incorporate a ____________________ for gear extension.

20. In the fuel injection system, the fuel is sprayed directly into the intake ____________________ of the engine.

21. The main components of the fuel injection system are a fuel injector pump, a ____________________ ______ __________ to meter the fuel, and a ____________________ to distribute the fuel-air mixture.

22. An engine is leaned to insure a proper ______________/ __________________ ratio for the existing conditions.

23. The turbocharger compressor receives energy from the engine's hot __________________ __________________.

24. The function of the wastegate is to control the __________________ pressure.

25. Wastegate controllers are regulated by using engine __________________ pressure.

____
(Student's signature)

3. I certify that the above is an accurate and correct account of ____ ____________________________ progress in
student's
this contract situation.

____
(Supervisor's signature)

C/S Contract 26 JEPPESEN GROUND TRAINING

Progress Sheet 5

This sheet should be mailed to your Advisor on ______________.

Name: ________________________________

Address: ________________________________

1. This progress sheet covers the last two weeks of the contract: ______________ to ______________. You should have reviewed the entire course and completed the private pilot final examination A.

2. Attach your private pilot examination A to this sheet.

3. Explain your plans for taking the FAA private pilot certification exam, or enclose verification that you have passed the exam. ________________________________

4. Evaluate your progress in this course. Do you feel you have profited from it? How would you grade yourself?

____
(Student's signature)

5. Supervisor's evaluation of student progress: ____________

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I certify that the above is an accurate and correct account of ______________________ progress in
student's
this contract situation.

____
(Supervisor's signature)